

Nominating Committee
Athens Regional Library Board
January 6, 2004

Present: Linda Smith, Chair, Gerald Ingram, Howard Shapiro, Kathryn Ames, and Pam Blake to record the minutes.

Ms. Smith called the meeting to order at 2:00. All board members except Wayne Miller, Peter Wyllie and Catherine Drewry are eligible to be officers because of when their terms expire on their local boards.

It was decided to ask Mike Moak to serve as Chair, Mr. Prokasy as Vice-Chair and Mr. Shapiro as Treasurer. At Large Member was Peter Wyllie with Mrs. Luke, also from Oconee, to serve the second year of the two year term.

The meeting was adjourned at 2:40.

ATHENS-CLARKE COUNTY LIBRARY BOARD
Summary of January 13, 2004 Meeting

Meeting was called to order at 4:05 by Vice Chair, Judith DeJoy. Those present were: Ms. Bell, Mr. Bentley, Ms. Childers, Ms. Hartle, Ms. Hawks-Bradley, Ms. Kohl, Ms. Lane, Mr. Mokler, Ms. Pope, and Ms. Williams. Dr. Prokasy and Mr. Heyl were excused. Ms. Abercrombie, Ms. Dunn, and Mr. Timmons were absent.

The minutes of Oct. 14, 2003 meeting were approved as mailed.

Financial Report was given for information by Mamie Simonds, Business Manager. At midway through the fiscal year, we should be at 50% and are doing okay in both revenues and expenditures at 48%.

A staff report was given by Amy Miller, Library Store Manager, who described the staffing and sales and showcased some of the better selling items.

Committee Reports followed

1. Friends of the Library – Diane Kohl reported that at the meeting last week, a site for the annual book sale was discussed but not identified. The sale will be in March.
2. Winterville Library – Ms. Bell reported that at their meeting last night they had finally had a quorum and voted in new officers and members and discussed changing their meeting times.
3. Endowment – A written report indicated that President, Todd Emily, is working on plans to kick off a new campaign to raise another \$300,000.
4. Public Relations- Committee had not had formal meeting.
5. Building & Grounds – The Committee had no report..
6. Ad Hoc SPLOST – Had not officially met. New members for the committee were solicited.
7. Materials Complaint – Diana Hartle reported that both books reviewed since the last meeting were left where they were in the collection.

Director's Report. - Mrs. Ames presented a written report. She encouraged board members to attend Georgia Library Legislative Day on Feb. 12. The self-check unit purchased by the Friends is finally working. The latest draft of the Long Range Plan was distributed.

Unfinished Business

A report from the architect per needs assessment and the phases the board decided to prioritize with a budget was unanimously approved through Phase IV.

Restoring SPLOST funding. Mrs. Ames indicated that we are continuing to discuss this with the Project office and that the Finance Committee will need to meet to discuss the discrepancies that still exist.

New Business.

FY05 Athens-Clarke County Library Budget. Mr. Mokler presented the Finance Committee's recommendation and explained the changes from last year's request. The board unanimously approved the budget.

The board accepted a request from the Athens Clarke County Government to house tapes of the Commission meetings here at the library.

Committee assignments were distributed.

New members will have an orientation on January 21 at 5:00. All members are invited to join the group.

There being no other business the meeting was adjourned at 5:19.

ATHENS CLARKE COUNTY LIBRARY BOARD
MINUTES
January 13, 2004

The quarterly meeting of the Athens-Clarke County Library Board was called to order at 4:05 by Judith DeJoy, Vice-Chairman due to Mr. Prokasy's absence. Also present were Ms. Bell, Mr. Bentley, Ms. Childers, Ms. Hartle, Ms. Hawks-Bradley, Ms. Kohl, Ms. Lane, Mr. Mokler, Ms. Pope, and Ms. Williams. Mr. Heyl and Mr. Prokasy were excused. Ms. Abercrombie, Ms. Dunn, and Mr. Timmons were absent. Staff included Mrs. Ames, Ms. Miller, Ms. Simonds, and Mrs. Blake who recorded the minutes.

New members, Mr. Bentley, Ms. Childers and Ms. Hawks-Bradley were introduced. The minutes from the meeting of October 14, 2003 were approved as mailed on a motion and second from Ms. Lane and Ms. Kohl.

Ms. Simonds presented the financial report. At the end of the second quarter, we have received 48% of revenues. Fines are a little low. City of Winterville will be billed in January. We are also at 48% of expenditures. Wages and benefits, usually our most volatile area are right at 50%. E-rate reimbursement has not been received. The cleaning service is way over and we've doubled the amount for next year's budget. State grants are a little under as all were reduced by 2%.

There were no members of the public present. The agenda was unanimously adopted as amended on a motion and second from Mr. Bentley and Mr. Mokler.

Staff Report - Amy Miller, Library Store Manager and Volunteer Coordinator, gave a report on the store. The store is totally staffed by volunteers - right now there are 22 trained to work. Sales vary throughout the year. From the date the store opened, we are getting ready to hit the half million dollar mark in sales. Ms. Miller showed the board some of the more popular items to purchase from the store.

Committee reports followed:

Friends of the Library -Ms. Kohl reported that the Friends book sale will be in March. They have more books than last year.

Winterville -Ms. Bell reported that their board had met the night before and finally had a quorum. Because of that several changes were made to meeting times, officers and membership. They left more energized.

Endowment - Todd Emily, the chair, is continuing to work on plans to kick off another \$300,000 campaign.

PR- No report.

Building and Grounds - No report.

AD Hoc SPLOST - Had not officially met. Ms. Childers, Ms. Pope and Mr. Bentley volunteered to be a part of this committee.

Book Action Committee - Diana Hartle reported that both books review were left in the collection.

Director's Report

Mrs. Ames asked board members to read her written report(attached). She highlighted Georgia Library Legislative Day on Feb 12. It will be a different format this year. Dr. McBee will be honored, there will be a little training on advocacy and then a box lunch at the Capitol. The self check-out unit purchased by the Friends is working however the PINES program doesn't have any stops in it. In the copy of the latest draft of the Long Range Plan, she asked that we make sure we tie back into the mission statement. Mrs. Ames mentioned that the library is part of the education system and directors believe we should be exempt from further cuts -5% of \$40,000 in this year's state budget. She asked board members to ask our legislators to protect our materials grant. Currently the only funding is to continue PINES which is also needed.

Ms. Kohl asked about our periodicals and whether we'd publicized our problems. Mrs. Ames explained the adopt a magazine program.

Page Two
Athens-Clarke County Library Board
January 13, 2004

Unfinished Business

At the December called meeting Ms. Ames was asked to find an architect to proceed with a plan of action working through the needs assessment document. Mrs. Ames presented the architect's report of costs and phases. Ms. Kohl moved to accept this report through the Budget Project Phasing sections to fund. Consulting Services money will be use to pay the \$23,500. Ms. Lane seconded the motion and it was unanimously passed.

Restoring SPLOST funds is still under discussion with the Project office. The Finance Committee will come back and discuss again if necessary.

New Business

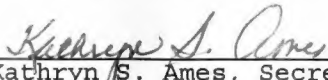
The FY05 Athens-Clarke County Budget was presented for discussion by the Finance Committee. Ms. Hartle and Ms. Williams moved and seconded that the budget be passed as presented. The vote was unanimous.

Request from Athens-Clarke County Public Information Office by J. Montgomery to house copies of the Athens-Clarke County Commission meetings. As this goes along with our mission and the public relations committee has been working on getting us access to Channel 7, Mr. Mokler moved to authorize Kathie to indicate our willingness to accept the copies; Mr. Bentley provided a second and the motion passed unanimously.

Ms. DeJoy presented the committee appointments as assigned by Mr. Prokasy.

There will be a new member orientation on January 21 at 5:00.

There being no further business, the meeting was adjourned on a motion from Ms. Williams at 5:19 PM.


Kathryn S. Ames, Secretary

ATHENS-CLARKE COUNTY LIBRARY BOARD
AGENDA
January 13, 2004

Call to order.

Introduce New Board Members.

*Minutes of October 14, 2003.

Financial Report.

Public Comment.

*Adopt Agenda.

Staff Report: Amy Miller, Library Store

Committee Reports.

1. Friends of the Library
2. Winterville Library
3. Endowment
4. Public Relations
5. Building & Grounds
6. Ad hoc SPLOST Committee
7. Book Action Committee

Director's Report.

Unfinished Business.

Discuss architect recommendations re: space needs assessment
Report on restoring funds to SPLOST funds for FY05

New Business.

Approve FY05 Athens-Clarke County Budget as recommended
by Finance Committee - Corwin Mokler
Request from Athens-Clarke County Public Information Office
to provide tapes of Commission meetings

Committee Assignments

Other business.

2004 Bd Member List - scheduled orientation

Adjourn.

Athens-Clarke County Library
July 1, 2003 through December 31, 2003

	FY2004	Amount		% of Budget
Revenue:	<u>Amount</u>	<u>Received</u>	<u>Balance</u>	<u>Received</u>
Athens-Clarke County Commission	1,317,377.00	658,688.46	658,688.54	50.00%
City of Winterville	10,000.00	-	10,000.00	0.00%
ACCL Fines	80,000.00	31,369.56	48,630.44	39.21%
ACCL Copy Money	15,000.00	6,965.49	8,034.51	46.44%
ACCL Meeting Room	1,950.00	750.00	1,200.00	38.46%
Winterville Fines	1,000.00	325.78	674.22	32.58%
Winterville Copy	125.00	65.10	59.90	52.08%
Transfer from Reserve	19,750.00	-	19,750.00	0.00%
PINES Postage reimbursement ACCL		640.70	(640.70)	
PINES Postage reimbursement Winterville		58.50	(58.50)	
Interest	6,000.00	2,516.74	3,483.26	41.95%
Totals	<u>1,451,202.00</u>	<u>701,380.33</u>	<u>749,821.67</u>	<u>48.33%</u>

	Budget	Amount		% of Budget
Expenditures:	<u>Amount</u>	<u>Expended</u>	<u>Balance</u>	<u>Expended</u>
Outreach	42,000.00	21,000.00	21,000.00	50.00%
Wages/Benefits*	1,215,631.00	606,472.60	609,158.40	49.89%
Solinet	1,200.00	1,100.00	100.00	91.67%
Workers Compensation	6,500.00	-	6,500.00	0.00%
Staff Development	1,500.00	-	1,500.00	0.00%
Equipment Repair and Maint.	8,000.00	5,076.82	2,923.18	63.46%
Telephone	14,000.00	10,060.59	3,939.41	71.86%
Postage	6,500.00	4,207.46	2,292.54	64.73%
Travel	2,500.00	342.19	2,157.81	13.69%
Advertising	7,000.00	443.70	6,556.30	6.34%
Insurance	5,000.00	-	5,000.00	0.00%
Supplies	29,171.00	13,788.90	15,382.10	47.27%
Printing and Publicity	3,700.00	1,113.59	2,586.41	30.10%
Equipment Purchase	5,000.00	-	5,000.00	0.00%
Dues/Registration	1,500.00	-	1,500.00	0.00%
Cleaning Service	4,500.00	4,050.00	450.00	90.00%
Electricity	83,000.00	36,884.94	46,115.06	44.44%
Gas Heat	7,000.00	2,501.27	4,498.73	35.73%
Water, Sewer, Garbage	7,500.00	3,109.29	4,390.71	41.46%
Totals	<u>1,451,202.00</u>	<u>710,151.35</u>	<u>741,050.65</u>	<u>48.94%</u>

Revenue over (under) expenditures

(8,771.02)

*Includes Security / Professional Services

	<u>Budget Amount</u>	<u>Amount Expended</u>	<u>Balance</u>	<u>% of Budget Expended</u>
State Grants:				
Personnel	578,054.76	289,027.38	289,027.38	50.00%
Materials	71,049.00	23,948.53	47,100.47	33.71%
M&O Grant	84,490.93	42,038.33	42,452.60	49.75%
Travel	3,000.00	1,795.19	1,204.81	59.84%
Special Needs Learning Center	<u>139,876.43</u>	<u>59,940.29</u>	<u>79,936.14</u>	<u>42.85%</u>
	876,471.12	416,749.72	459,721.40	47.55%
 SPLOST:				
SPLOST Materials	90,000.00	44,077.23	45,922.77	48.97%
Lay Park Resource Center	15,000.00	7,907.73	7,092.27	52.72%
East Athens Resource Center	<u>15,000.00</u>	<u>8,363.48</u>	<u>6,636.52</u>	<u>55.76%</u>
TOTALS	<u>120,000.00</u>	<u>60,348.44</u>	<u>59,651.56</u>	<u>50.29%</u>
 Total State Grants & SPLOST	<u>996,471.12</u>	<u>477,098.16</u>	<u>519,372.96</u>	47.88%

Fund Equity ("Reserve")

Fund Equity ("Reserve") at 07/01/03	218,285.76
Less Reserved/ Identified Funds:	
Vacation Liability	(116,794.62)
Gifts/Endowment	(18,111.59)
One Months Operating Expense	<u>(120,933.50)</u>
	<u>(37,553.95)</u>



Athens-Clarke

COUNTY LIBRARY

Endowment Fund, Inc.

Progress Report

January 13, 2004

Financial Status

- ◆ The Endowment Fund's current total is \$553,530.89

Recognition

- ◆ Pat Quinn of Design Woodworks has installed the new plate walls down-
s near the check-out counter and recognition plates have been placed.
There are now many new spots to fill. A number of our current donors are
close to the plate recognition range which is \$3000 and up.

Direct Mail Campaign and Special Events

- ◆ Todd Emily, President of the Athens-Clarke County Library Endowment
Fund, Inc., is planning to develop a new campaign which will incorporate
direct mail solicitation, special events, and personal visits to select prospects
in order to raise money for the library. If you are interested in helping with
this campaign, please contact Stacey O. Ferrelle at 613-3650, ext. 336.

Director's Report
Athens-Clarke County Library Board
January 13, 2004

The Library staff continues to work with the Lyndon House Arts Center to develop a joint grant proposal to submit to the federal Institute of Museums and Library Services office. This grant, if funded, would focus on building cultural understanding of and educational programs for the new Hispanic population of Athens. We are working with the Mexican Consulate in Atlanta to build a strong cultural program which would include an artist in residence program, traveling exhibits, and special events. The application, due April 1, involves many other groups in the county. The Lyndon House would target more educational topics, and we would work together to promote both institutions.

Our outreach programs to the Oasis, a trailer park in North Athens, have been well attended with as many as 25 children attending weekly story hours in Spanish. The MetLife grant for films and discussion with teenagers grew to 48 children by the last program; Sister Margarita has urged us to find funding for continuing this type of programming for teens. We also continue to offer Spanish story hours at the Athens Library on Saturday afternoons with from 2-18 children attending.

Managing for Results was a weeklong program, sponsored by the Public Library Association, and I was one of 25 librarians from across the country invited to attend. My trip was funded by the Georgia Office of Public Library Services (GPLS) and PLA. Managing for Results is a series of activities to ensure that the programs and services offered are both effective and efficient. Throughout the coming year, each team will be using some of these activities as a guide to evaluating how effective each program is. The subsequent result may be a change in some of the offerings. As an example, we are currently evaluating the cataloging services that are offered by our major vendors and testing accuracy. I anticipate that if the vendor's cataloging meets PINES standards, we will outsource most cataloging and reassign staff to meet customer service demands.

In December, I met with Dr. McBee, chair of the Higher Education Committee which includes public libraries, to discuss library issues. The

main focus of that discussion was the impact of the continuing reductions in our state grants. Throughout the legislative session, we will be in contact with all members of our regional delegation to discuss our needs which are outlined on the attached page. Please take a few minutes to send your senator and representative a note about how critical it is for libraries to have book money! The materials budget three years ago was 60 cents per capita and it is currently at 35 cents per capita. It may go below this level, should the 5 percent reduction go into effect. I have also spoken with Reps. Keith Heard and Bob Smith and Senator Brian Kemp about our needs.

Legislative Day has been changed from a luncheon as we have had in the past. This year, there will be a briefing at 9:00; Dr. McBee and 5 other legislators will be honored by the Georgia Library Association at this time. The program for the day is attached. If you are interested in attending, please let me or Pam Blake know no later than Feb. 2 so that we can make arrangements. We will try to provide transportation for those attending. The program includes a box lunch and display at the Capitol during the lunch break.

Our debate about the SPLOST funding for materials continues with the Project Office. Our argument is centered on the Commissioner's vote in September; Commissioner Hoard believed that the Commission voted to approve our request of \$90,000 for fiscal 2004 and 2005 plus \$30,000 to be spent on the Resource Centers. Mr. Prine, SPLOST project manager, believes that the board approved \$124,000 plus an additional \$30,000 leaving a gap of \$56,000. This loss of funds plus the reduction of State materials funds leaves us with very few dollars for the purchase of books/periodicals for next fiscal year. The Finance Committee decided to request the gap funds in our budget request to the County.

During the annual Georgia Library Association meetings, Susan Stewart of Hall County and I presented two programs—one on Planning for Results and another on Staffing for Results. Gail Firestone and Debbie Thrasher (Oconee County Library) presented a program on Parent-Child Workshop. And Clare Auwarter assumes committee chairmanship of the Public Library Division this year.

In December, we completed a 10-week management workshop for all of our branch managers including the Resource Centers and Winterville. This was interesting in that we used a combination of face to face meetings, e-mail, and fax for communication and discussion. The evaluation of the program indicated that the managers felt more connected with one another and that they felt more comfortable dealing with difficult situations affecting both their staff and the public. They have asked for more similar programs, so we will continue to develop additional modules, particularly about time management, information literacy and communications.

I am also pleased that we have had some success in developing a new statewide organization, the Friends of Georgia Libraries. Wally Eberhard and I will be going to Atlanta on Wednesday to help finalize the kickoff of this new group which will focus on advocacy. I will have more details for you by our next meeting. The plan is to provide informational sessions in quadrants across the State.

Our new self-check out unit, a gift from the Friends, is working well. However, we have discovered that the PINES system cannot limit checkouts by type. Therefore, families could take 15 videos (we have a limit of 3 per person or 6 per family) and not be stopped. We are working with the PINES committee to resolve this issue. The PINES committee will be meeting on Friday to discuss a new courier system. In our experience, we have spent a lot of money on postage to borrow, lend and return books to other libraries across the state. In addition, we are finding that people who live outside our region drop their books off here and expect us to return them to the lending library. Our postage budget is stretched. The new proposal would involve a courier service that would serve each of the 58 system headquarters libraries. Gary, our system courier, would bring in books from the libraries in our region, we would sort them for pick-up by the PINES courier, and we would not be assessed postage. In return, we do have to commit to having Gary make timely pick-ups, a small price to pay!

Gifts: because we had to discontinue so many periodicals as a part of our budget reductions, we have invited the public to purchase subscriptions for us. So far, 12 periodicals have been "adopted." We also encouraged patrons to bring their personal copies of magazines and to put them on the shelves, and it seems that people are doing this. I attended the quarterly

meeting of the Daughters of American Colonists in December and received several donations from the group. They promise to make this an annual event.

Highlights:

- Activity at our outreach centers at East Athens and Thomas Lay Park continues to grow.
- Books for Babies distributed to all branch libraries - English and Spanish versions available to all newborns.
- Winterville received the Ezra Jack Keats Grant - \$264.00 - to sponsor a special storytelling and arts program in the Spring 2004.
- Mary Linneman, Winterville Branch manager, plans to apply for the "We the People Bookshelf" grant by the Feb 15, 2004 deadline. She will also attend the state children's conference in February. The Perry, GA conference kicks off the planning for the 2004 Vacation Reading Program.
- Lay Park Resource Center is continuing the successful "Layapalooza After School Reading Club" to encourage the children to read. This program is modeled after the Vacation Reading Program.
- Community Development Block Grant proposal was submitted to expand the services and hours at Lay Park and East Athens Resource Centers.
- Efforts continue to identify local support for reading incentive programs for Lay Park and East Athens Resource Centers.
- Young adult programs have flourished this year with many new programs including Make Your Own Skin Care Products, evening coffee house events, and poetry.
- Look for a special article about "Read to Rover" in Southern Living, April 2004
- Stitching Stars Storytelling Festival will be March 27

Georgia Library Day
Sponsored by GAIT, GLA & GLMA
February 12, 2004

Schedule of Activities

In the Floyd Room atop the Twin Towers:

- 8:30 to 9:00 AM Light breakfast
- 9:00 to 9:45 AM Honor six Legislators who have promoted Libraries
- 10:00 to 11:00 AM Coaching and information session including highlights of library legislative issues and how to advocate for libraries to your legislators

At the Capitol:

11:30 to 2:00 Meet your legislators and visit library related displays inside the South wing of the Capitol.

Box lunches in Senate Room 450

Example of Displays & Activities at the Capitol:

- a.. Unveiling of the NEW Georgia Encyclopedia
- b.. GALILEO
- c.. Celebrate Georgia Day (February 12th)

Pre-registration is required. The cost is \$27.00 per attendee (an \$11 reduction from last year.)
Registration form is below. Registration fee pays for breakfast, box lunch for you and a legislator, and facility/equipment usage.

Location

Map, directions, and parking for Georgia Capitol Area.

The Floyd Building is at the top of the map on the left side.

Registration Form (Please complete a form for each registrant.)

Name: _____

Library Represented: _____

My library is in Georgia Senate District(s): _____

My library is in Georgia House District(s): _____

Please make checks payable to GLA. Registrations must be received by February 3, 2004. Please return registration form and \$27.00 per registrant to:

GLA Administrative Services
P.O. Box 793
Rex, GA 30273

Contact Debbie Holmes (706) 295-6318 or email dholmes@floyd.edu for more information.

Athens-Clarke County Libraries Plan; a programmatic approach

EXECUTIVE SUMMARY

This Master Plan for the Athens-Clarke County Libraries examines issues that are expected to be relevant within the next five years. Using the Public Library Association's *Planning for Results* model, the Plan examines the Libraries' place in the community and defines the roles the Libraries play. Several methods of gathering information were used including focus groups, staff and board involvement, and surveys. Information from these tools will be found in the Appendices.

The Library was founded in 1913 as the Athens Public Library and it continued with city funding and donations until 1940 when it joined with Oglethorpe and Oconee Counties to become the first regional library system in Georgia. Today, the Athens-Clarke County Library is headquarters for the 5-county Athens Regional System and houses the state-funded Subregional Library for the Blind and Physically Handicapped. The Libraries include the headquarters library on Baxter Street, a branch located in Winterville, and Resource Centers located in the Thomas Lay Community Center, the East Athens Community Center, the Lyndon House Arts Center, and ENSAT at the Sandy Creek Nature Center.

Annual funding for the Athens-Clarke County Libraries is provided by the Athens-Clarke County Board of Commissioners which is responsible for the day-to-day operating funds for the libraries with supplemental funding coming from the town of Winterville. State grant funds currently provide 35 cents per capita for materials, down from a high of 60 cents per capita in 2000. SPLOST funds designated for books/materials purchases are an essential supplement to the Library's basic library services. As headquarters for the 5-county regional system, the library also receives 8 state-paid librarians who are assigned regional responsibilities.

The mission of the Athens-Clarke County Government is to facilitate "a positive environment for individuals to obtain a high quality of life and local organizations to achieve success by providing innovative, high quality services and responsible stewardship of the community's resources, to benefit current and future generations" (November 4, 1997). The Athens-Clarke County Libraries help promote this mission in several ways as documented in our Plan of Operation.

The patron satisfaction survey conducted in June 2003 found that our libraries receive popular support from their users with a 95 percent satisfaction rate of very good or excellent. Our children's programming and access to computers ranked highest in this survey. Many respondents offered suggestions for building improvement and future library enhancements; these are also appended to this report.

The Library Board identified six roles for emphasis during the five year period of 2004-2009. These are: Lifelong Learning; Current Topics and Titles; Commons; General Information; Information Literacy; and Local History and Genealogy.

The major goals, based on these roles, for the Athens Clarke County Libraries include:

Goal 1. Families in Athens-Clarke County will know that the libraries are the best source in the community for educational, parenting and enrichment materials. The environment will be safe, exciting, interesting and will encourage a lifelong love of reading.

Goal 2. The Library will provide adult programs that stimulate intellectual growth and exploration of today's changing world.

Goal 3. The Library will strive to improve library services to low income and ethnic populations, identify unmet needs, improve staff training for target audiences, and increase the number of foreign language materials.

Goal 4. Library patrons will find the latest materials in all formats. The libraries will be accessible, user friendly, attractive, filled with up-to-date materials and well-informed staff to meet patrons' needs.

Goal 5. Athens-Clarke County visitors and residents will find the library a place for social, professional and personal fulfillment.

Goal 6. The people of Athens-Clarke County will have their informational needs met in a superior manner by library staff; they will be able to obtain answers to questions on a broad array of topics related to work, school and personal life;

Goal 7. The libraries will provide access to current technologies.

Goal 8. Library staff will work to preserve libraries as a place where the heritage of the community is maintained for future generations and where community information and resources are available.

The Libraries in Athens-Clarke County have been very successful by most measures (circulation, attendance, participation in Vacation Reading Programs, computer use). A strong public library system reflects positively on the county; the residents of Athens-Clarke County expect the library to maintain its standard of excellence.

In order to meet these goals, several elements must be in place:

1. Up-to-date technology resources are essential; a regular program of maintenance and replacement is a key towards meeting technology goals. Continuous training is an additional requirement for providing outstanding service.

2. The personnel budget is a key to maintaining quality employees as well as meeting key service needs; Library employees throughout the county should enjoy comparable salaries and benefits of like positions with direct county employees. Staff development and training programs are on-going needs.
3. Adequate funding is needed to purchase materials to meet the instructional needs identified in this plan; alternative sources of funding must be identified, and grants obtained. In addition, we must ensure on-going collection development either through an added budget line from the ACC Government or via a proposal for SPLOST 5.
4. Adequate space and facilities are required including a review of existing design elements. The Space Needs Assessment will be an integral part of the future use of the headquarters library; SPLOST and State construction funding is essential. The Assessment plus the Ad Hoc Committee recommendations will be the basis of discussions with appropriate governmental officials during 2004.
5. Local support for library services, future referenda for library improvement, and growth of private gifts will be critical as the State of Georgia moves to new funding formulae. The County Commission, Legislative Delegation, Library Board, Friends, Endowment and staff should work together to design new campaigns to enhance revenue growth.

This strategic plan outlines the ideas of the Board, the Planning Committee, and library staff concerning the development of library services, collections, and facilities over the next five years. It is recognized that a five year period of time will present new ideas, services, and developments that may affect the plan. There will be periodic reviews to ensure appropriate adjusts are made. Each year, the objectives will be refined and/or amplified to more accurately reflect the work that must be accomplished. This plan outlines steps to be undertaken to achieve excellence.

INTRODUCTION

Why did we initiate this planning cycle?

With rapid changes moving towards a global electronic economy at the beginning of this decade, an important question for public libraries is how to meet the demands for information and services. In Athens-Clarke County, we are fortunate to have an excellent educational system, a growing community and a supportive environment. Our library system is at a crossroads and this plan will help the board and staff develop plans to address that moving target of "excellence."

In 2001, the Library Board agreed to begin the process of crafting a plan to meet current and future needs. Using the Public Library Association's *New Planning for Results*, the Board met in a series of meetings and determined the most appropriate roles for our libraries, identified key challenges in the county, and discussed the future of library services, technology, the collections, and the facilities. A public library cannot be all things to all people—areas of emphasis must be determined and goals set to enable the staff to strive to be excellent in those areas chosen. The headquarters library for the system is located on Baxter Street in the geographic center of the county. Additional facilities are located in Winterville, East Athens, and downtown at the Thomas Lay Community Center. Residents on the far western end of the county may be served by the Bogart Library (Oconee County). Special reference collections are located at the ENSAT Resource Center housed at the Sandy Creek Nature Center and the Lyndon House Arts Center.

Some of the issues facing the library include the following:

1. Funding increases are necessary to support local services and provide adequate materials for the service area.
2. The library's user base has become more ethnically diverse and economically polarized with an increasing number of residents living below the poverty level. How will the library reach out to non-users?
3. Demand for services continues to increase. Our public libraries serve everyone in the community ranging from those with low technology skills to adult new readers and preschools who need enrichment opportunities.
4. Technology is a wonderful new addition to the library's services. Students, business professionals, senior citizens and those seeking jobs can search for current information. To remain current requires continual enhancement and computer upgrades.
5. Preserving and providing access to information is essential to the library's mission. Working to eliminate the "digital divide" is a critical service.

With these issues in mind, it is appropriate for the Board and staff to examine all aspects of library service, to review our mission and goals, and to develop a plan to serve the expectations of our community.

THE PROCESS

Using the steps identified in *New Planning for Results*, Board members met several times with Consultant Greg Heid and completed a series of specific steps essential to the planning process. The tasks included developing a series of community vision statements of what Athens-Clarke County would be like in 10 years; completing a demographic study of the county's statistics; and discussing the county's strengths, weaknesses, needs and opportunities for growth as well as the threats to that growth. We followed the community analysis with a parallel study of the library system's strengths and weaknesses, looking for opportunities as to how the library might be able to respond to these needs. Finally, the Committee looked at possible library service responses that might most directly meet the needs identified as appropriate for the Athens-Clarke County Libraries to address.

At this point, the entire library staff met in their teams and developed appropriate goals and objectives to address the roles as identified by the Committee. Several infrastructure needs were identified in addition to the outcomes desired.

Participants in the process included:

Facilitator: Greg Heid, Director, Newton County Library System

Staff Facilitator: Kathryn Ames, Director, Athens Regional Library System

Committee Members: Members of the Athens-Clarke County Library Board, 2001-2003, and staff participated in the discussion and determination of goals and objectives.

Vision Statement for the Athens-Clarke County Libraries

The Athens-Clarke County Libraries will continue to improve the quality of life by remaining central to peoples' lives for information, learning and enjoyment of using library materials and services.

Mission Statement

The mission of the Athens-Clarke County Libraries is to provide information and gateways to resources which will address the issues and needs of the community, as well as preserve the history and culture of Athens-Clarke County.

DRAFT PLAN OF SERVICE FOR ATHENS-CLARKE COUNTY LIBRARIES

Athens-Clarke County and the surrounding area are growing rapidly. Changes in library services, programs, and collections must continue to grow as well. As a part of this process, the members of the Planning Group looked at county dynamics and discussed the various roles the library should consider for the future. The Athens-Clarke County Libraries serve the people living throughout the county, including East Athens, the downtown area served by Lay Park Resource Center, Winterville and part of Bogart where facilities are located. Special reference collections are located at the ENSAT Resource Center housed at the Sandy Creek Nature Center and the Lyndon House Arts Center. Throughout the history of the system, we have developed services that use our resources effectively. This plan is no exception.

The Board represents a variety of interests within the county and is representative of our demographics. As a part of the process, board members discussed a variety of life issues facing the county (including education, cultural, healthcare, growth, and economic development) and focused on issues that should be addressed in order to make the county an attractive place in which to live. The next step in the process was to look at the resources available through the library and to discuss how our services might help address the identified needs.

After identifying some of the roles that library services might play in the future of Athens-Clarke County, the Board made some difficult choices on our areas of emphasis. We began the process of narrowing the scope of service by looking at where the Library fit. This led to a great deal of discussion among members about which roles were appropriate for the Library. Using the information gathered, the Board selected six roles for emphasis during the five year planning cycle. These roles will form the basis of the "Athens-Clarke County Libraries of the Future."

The roles selected are:

- Lifelong Learning
- Current Topics and Titles
- Commons
- General Information
- Information Literacy
- Local History and Genealogy

After selecting the roles, the Board described some of the activities it would like to see incorporated. Following this, the staff began working to develop specific goals and activities for the six major roles selected.

SERVICE RESPONSE: Lifelong Learning. A library that provides Lifelong Learning service helps address the desire for self-directed personal growth and development opportunities. The library will provide and maintain an extensive collection of circulating materials on a wide variety of subjects in which the general public has a sustained interest. Collections will be easily accessible and organized to encourage public browsing by subject area. The library will develop pathfinders or other finding tools to assist library users in learning about specific subjects or topics for which there are frequent requests.

Goal 1: Families in Athens-Clarke County will be assured that the libraries are the finest source in the community for educational, parenting and enrichment materials. The Library will encourage a lifelong love of reading within a safe, exciting, interesting environment.

Objective 1. Library users will find the materials and services needed for their formal coursework and to enhance lifelong learning. The Library will serve as a bridge between formal coursework and the home by collaborating with service providers to meet these needs.

Objective 2. Services to pre-school children will grow by 5% each year as the library focuses on providing activities, programs, and an environment that promotes emergent literacy for the 0-4 year old.

Objective 3. Young adults will find the headquarters library a welcoming place to access resources for school assignments and leisure enjoyment through materials, programming and technology. High school students will view the library as a valuable tool for college preparation.

Goal 2: The Library will provide adult programs that stimulate intellectual growth and exploration of today's changing world.

Objective 1. Library programs of a cultural or informational nature will increase by 5% each year.

Objective 2. Attendance at adult programs will increase 10% each year.

Objective 3. The library will purchase and promote materials for senior citizens of Athens-Clarke County.

The Goal 3. The Library will strive to improve library services to low income and ethnic populations, identify unmet needs, improve staff training, and increase the number of foreign language materials.

Objective 1. Outreach services will be offered to those in the community who lack access to library facilities (Garnett Ridge, Oasis, homebound, daycare centers).

Objective 2. New Spanish Language titles will be purchased annually for the Collection.

Objective 3. Youth programming in Spanish will be expanded to two programs each week during the summer; one regular weekly program in Spanish will be offered throughout the year.

Objective 4. Ten percent of the staff will attain an intermediate level of Spanish—the ability to converse in Spanish--by 2006.

Objective 5. African Americans in Athens will develop an interest in their heritage, culture, and identity.

SERVICE RESPONSE: Current Topics and Titles. A library that provides Current Topics and Titles helps to fulfill community resident's appetite for information about popular cultural and social trends and their desire for satisfying recreational experiences. The library will provide a current collection with sufficient copies of titles in high demand to ensure customer requests are met quickly. Materials will be offered in the formats and in the languages people want. In addition, the library may offer programs such as book talks, book signings, performances, and exhibits that promote current and forthcoming releases.

Goal 4: Library patrons will find the latest materials in all formats. The libraries will be accessible, user-friendly, and attractive, filled with up-to-date materials, and have well-informed staff to meet these needs.

Objective 1. The Athens-Clarke County Libraries will have at least 3 copies of recent bestsellers available for patrons.

Objective 2. Patrons will become aware of library resources through monthly updates of bulletin boards/displays, newsletters, and the library website.

Objective 3. The library will be pleasant and inviting.

Objective 4. Library patrons will experience improved access to library materials as a result of increased speed of shelf readiness and improved database functionality.

SERVICE RESPONSE: COMMONS. A library that provides a Commons environment helps address the need of people to meet and interact with others in their community and to participate in public discourse about community issues. The library will provide public space for meeting and gathering that is recognized as inviting, neutral and safe by all individuals and groups in the community.

Goal 5: Athens-Clarke County visitors and residents will find the library a place for social, professional and personal fulfillment.

Objective 1. The library website will be updated monthly to inform patrons about upcoming events and meeting room availability.

Objective 2. As part of a public relations campaign, starting in October 2003, develop new approaches to publicizing special events.

SERVICE RESPONSE: General Information. A library that offers General Information helps meet the need for information and answers to questions on a broad array of topics related to work, school, and personal life. The library will offer print, non-print and electronic reference resources that cover a broad variety of topics. The library will provide staff skillful in determining users' needs and in locating relevant information that satisfies those needs. Internet access will be provided for staff and public use.

Goal 6: The people of Athens-Clarke County will have their informational needs met in a superior manner by library staff; they will be able to obtain answers to questions on a broad array of topics related to work, school, and personal life.

Objective 1. Once a quarter, staff members will focus on some area of training, with a team training concept, on a planned schedule.

Objective 2. People new to the Athens area will come to the library to learn about the community and the services offered by the library.

Objective 3. Increase library use by the Athens-Clarke County business community.

Objective 4. People will have a better understanding of events and can develop more objective and considered opinions, and can make better decisions.

SERVICE RESPONSE: INFORMATION LITERACY. A library that provides Information Literacy service helps address the need for skills related to finding, evaluating, and using information effectively. The library may provide training and instruction in skills related to using information resources of all types. Teaching the public to find and evaluate information will be stressed over simply providing answers to questions. The library will provide access to information in a variety of formats and will offer public Internet training. The library may also offer classes, individual tutoring, or spontaneous one-on-one training. The library will also provide a lab or classroom for instruction.

Goal 7: The libraries will provide access to current technologies to users of all ages.

Objective 1. Secure sufficient funding to acquire and maintain hardware, software, professional development, and contract services.

Objective 2. Reconfigure public computing spaces to best provide easy access, privacy, and resources to meet demand.

Objective 3. The ETC space will be reconfigured; it may be updated for wireless use.

Objective 4. The public, staff, youth and volunteers will have the opportunity to participate in a variety of training opportunities.

SERVICE RESPONSE: LOCAL HISTORY AND GENEALOGY. A library that offers Local History and Genealogy service addresses the desire of community residents to know and better understand personal or community heritage. The library will provide a significant collection of materials and other resources that chronicle the history of the community or region in which the library is located. Family histories and genealogical research tools are provided. The library may maintain special collections of historical interest including photos and archival materials. The library may digitize these collections and provide computer access to them. Staff knowledgeable in genealogical and historical research methods will be available to assist users with their research. Electronic resources may be provided.

Goal 8. Library staff will work to preserve the library as a place where the heritage of the community is maintained for future generations and where community information and resources are available.

Objective 1. Patrons visiting the Heritage Room will be satisfied with the services provided and will develop a continued interest in local history and genealogy.

Objective 2. Use of our genealogy collection will increase, and we will introduce patrons to genealogy research methods monthly.

Objective 3. Attendance at public programs about the history and culture of the county will increase 5% each year.

Objective 4. The genealogy collection will become more user friendly by 2006 by indexing the Athens newspapers, digitizing unique photograph collections, and expanding the website to include links to additional sources.

Objective 5. Unified government staff and elected officials will develop an appreciation for the library's staff and their ability to meet the informational needs of government.

Strategies for Implementation

Funding for library services is critical. The Board of Trustees believes that providing the basic services for Athens-Clarke County residents should be an obligation of the ACC Unified Government. The Goals and Objectives outlined in this document are basic library services, and funding must be secured. State of Georgia grants are directed towards local materials purchases, and this provides only a small baseline for the collection. Additional grants (M&O, 8 state-paid positions, travel) provide supplemental benefits for the ACC library, but are intended to be regional service grants. The library continues to fall below the standard of 2 books per capita. In addition, staffing the libraries and pay equity continue to be critical issues. The Unified Government's Plan states that achieving market pay equity for staff is one of their goals, and it is essential that library employees are also considered.

The Athens-Clarke County Libraries are considered an "Independent" Agency in the County is because there is an independent Board of Trustees, appointed by the Commission to be representative of the community. Each year, the Board submits a budget which includes funding for basic services. This plan requires additional funding to be successful.

As our Libraries began to discuss the future, we identified several general themes for investigation:

1. The importance of effectively serving a changing population. The population in Athens-Clarke County is changing rapidly and becoming much more diverse. Our libraries need to work diligently and differently to reach these people. Our plan identifies direct steps to connect with growing communities and to offer library services that respond to their needs.
2. The need to make library services relevant to people's lifestyles. Instant gratification and efficiency are expected in today's high-tech society. People do not like to wait or to feel that any activities waste time. Our Libraries must continually question how they can make services more convenient and accessible to the public. They will need to acknowledge changing families and lifestyles, develop new ways of marketing, and make more information available on-line.
3. The importance of the library's image in the community. As libraries become more visible, they can become a target for negative attitudes and agendas. We must become increasingly savvy with regard to marketing, public relations, and campaigns.
4. The need for local information in libraries. Technology has changed people's expectations about the kinds of information libraries should offer, since the public may find a wealth of information without using the

library. For this reason, libraries must work to provide information that cannot be found elsewhere or is not published in traditional ways. Our county's documents, photos, and other resources may be stored for access in the future. Again, marketing unique information that is valid and reliable is essential.

Staff teams have worked to develop an exhaustive list of tasks and activities for each goal. These tasks and activities include measures of effectiveness and evaluation measures. As each task is undertaken, the team leader will be responsible for reporting on the successes and changes that may be required. In addition, resource re-allocation may be needed and will be addressed by the team.

Annually, at the July meeting, a report on implementation, results, and changes that may be needed will be presented. The library systems' Resource Team will continue to discuss plans and activities with the ultimate goal of excellence in library service.

ATHENS-CLARK COUNTY LIBRARY

12 January 2004

MASTER PLANNING METHODOLOGY

PHASE I: EXISTING CONDITIONS PLANS

- Develop CADD existing conditions floor plans and site plan
Brittain Thompson Bray Brown

PHASE II: PROGRAM REVIEW

- Review programmatic data with library staff
Brittain Thompson Bray Brown / Wheat Interior Design Associates
- Modify program outline based on review
Wheat Interior Design Associates
- Establish priorities based on review
Wheat Interior Design Associates

PHASE III: CONCEPTUAL PLANNING

- Prepare conceptual sketches based on revised Program
Brittain Thompson Bray Brown / Wheat Interior Design Associates
 - ✓ Floor Plans - re-utilization of existing space / new addition
 - ✓ Site Plan - new addition and parking
- Review conceptual sketches with library staff
Brittain Thompson Bray Brown / Wheat Interior Design Associates
- Building systems review & report (HVAC / Electrical)
Brittain Thompson Bray Brown (Consulting Engineers)
- Building Code Review
Brittain Thompson Bray Brown (Code Consultant)
- Develop conceptual budgets
Brittain Thompson Bray Brown / Wheat Interior Design Associates
- Develop Conceptual Master Plan based on review comments
Brittain Thompson Bray Brown (Cost Estimator) / Wheat Interior Design Associates

PHASE IV: FINAL REPORT

- Prepare final report to include Master Plans, project budget, and outline of phasing
Brittain Thompson Bray Brown / Wheat Interior Design Associates
- Final Presentation
Brittain Thompson Bray Brown / Wheat Interior Design Associates

FEE PROPOSAL

PHASE I: EXISTING CONDITIONS PLANS	\$ 3,600
• Drafting	
PHASE II: PROGRAM REVIEW	\$ 2,150
• Program Review (1-trip)	
• Program Outline / Priorities	
PHASE III: CONCEPTUAL PLANNING	\$ 12,500
• Conceptual Sketches	
• Conceptual Review (1-trip)	
• Building Systems Review	
• Building Code Review	
• Develop Conceptual Budget(s)	
• Conceptual Master Plan	
PHASE IV: BUDGET / PROJECT PHASING	\$ 5,250
• Final Report	
• Final Presentation (1-trip)	
TOTAL FEE	\$ 23,500

- ❖ Reimbursables: Expenses incurred by the Architect and Consultants will be invoiced at 1.25 x the actual cost (i.e. long distance telephone calls, computer disks, CD's, reproductions, mailing and shipping, professional cost estimates, fees paid for securing approval of authorities having jurisdiction over the project, travel time, lodging (if applicable), and expenses associated with out-of-town travel, and other similar direct job-related expenditures)..... \$ 2,500 (est.)
- Professional Rendering (if required)..... \$ 2,000
- ❖ Additional Services (i.e. additional trips, etc.) if requested by the Owner, will be invoiced on an hourly basis:
- | | |
|--------------------------|---------------|
| Principal / Architect | \$110.00/hour |
| Interior Designer | \$ 85.00/hour |
| Draftsman | \$ 75.00/hour |
| Administrative Assistant | \$ 50.00/hour |
- ❖ Consultants:
- | | |
|--------------------------------------|---------------------|
| Wheat Interior Design Associates | Interior Designer |
| Pruett, Ford & Associates | Mechanical Engineer |
| Electrical Design Consultants | Electrical Engineer |
| Steve Skalko | Code Consultant |
| Randy Reed / Chris R. Sheridan & Co. | Cost Estimator |

Finance Committee Meeting
Athens-Clarke County Library Board
December 22, 2003, 10:00 AM

Present: Corwin Mokler, Chair; Anjanette Williams; Bill Prokasy; Kathryn Ames; Mamie Simonds; and Pam Blake to record minutes. Mr. Timmons was excused.

The proposed FY05 budget shows a 3% salary increase for all staff plus \$49,880 for the 4 targeted locally paid librarians. They will still have a slightly lower salary than the entry state pay scale for librarians. (This was a recommendation from the John Wolfe audit.) The capital asset requests are listed at the bottom of the budget page. Operating expenses are shown as remaining the same. The fines received have been lowered to a more realistic figure. The SPLOST figure shows the materials request of \$90,000.

It was decided that the Materials request needed to be shown as both part of the regular budget and alone as SPLOST with a footnote that this amount will only be needed in either one place or the other.

Mrs. Ames noted that PINES is starting a statewide courier service so postage for next year should decrease dramatically. However, the budget needs to show the same until that service actually is under way.

It was agreed that more money needed to be added to the cleaning services line item so that the carpeted floors could be cleaned more than once, the other floors stripped and waxed and the upholstered furniture cleaned. A footnote should be added that the amount in last year's budget covered only one carpet cleaning.

Our big issue should be salaries. Mr. Prokasy felt it needed to be made very clear that last year the library received \$11,000 while all the rest of county employees got a percentage increase. This was an unintended, but real slap in the face for our employees. It was suggested that a percentage be used to move the 4 targeted positions toward the minimum of the state scale to be equitable regardless of years of experience. It was also suggested that Ms. Simonds figure how much of an increase would be needed to raise everyone making less than \$8.00/hr to that rate.

Some of the information on the comparison charts will be simplified and made more interesting for the budget presentation.

Mr. Mokler asked where "Technology" was in the budget as it is one of the listed goals. Mrs. Ames noted that it is not in this budget except for equipment replacement. She and Dr. McBee have talked and are trying to get us tied into the UGA computer replacement schedule since we all operate under the Board of Regents umbrella.

Since we have to show a budget with a 3% reduction as well it will mean staff layoffs and probably reducing hours as well. There is no other place for approximately \$40,000 to come from except Salaries.

Ms. Simonds will refigure the budget page with the amendments noted by this committee and fax or email to the committee for review. If it looks reasonable, the committee agreed to go with it and present to the board at its January meeting.

The meeting was adjourned at 11:30.

Athens-Clarke County FY2005 Proposed Budget

Revenue:	FY2004 Amount	FY2005 Amount	% inc.
Athens-Clarke County Commission	1,317,377.00	1,576,307.00	0.16
City of Winterville	10,000.00	10,000.00	
ACCL Fines	80,000.00	70,000.00	
ACCL Copy Money	15,000.00	15,000.00	
ACCL Meeting Room	1,950.00	1,950.00	
Winterville Fines	1,000.00	1,000.00	
Winterville Copy	125.00	125.00	
Transfer from Reserve	19,750.00		
Interest	6,000.00	6,000.00	
Totals	1,451,202.00	1,680,382.00	

Expenditures:	Budget Amount	Budget Amount	
Outreach	42,000.00	42,000.00	
Wages/Benefits	1,176,334.00	1,288,014.00	**
Solinet	1,200.00	1,200.00	
Workers Compensation	6,500.00	6,500.00	
Staff Development	1,500.00	1,500.00	
Equipment Repair and Maint.	8,000.00	8,000.00	
Telephone	14,000.00	14,000.00	
Postage	6,500.00	6,500.00	
Travel	2,500.00	2,500.00	
Advertising	7,000.00	7,000.00	
Insurance	5,000.00	5,000.00	
Supplies	29,171.00	29,171.00	
Printing and Publicity	3,700.00	3,700.00	
Equipment Purchase	5,000.00	5,000.00	
Ducs/Registration	1,500.00	1,500.00	
Security and Professional Services	39,297.00	39,297.00	
Materials*		90,000.00	
Equipment Purchase Reader Printer		15,000.00	
4 New Security Cameras		5,000.00	
Cleaning Service	4,500.00	9,000.00	
Electricity	83,000.00	85,000.00	
Gas Heat	7,000.00	8,000.00	
Water, Sewer, Garbage	7,500.00	7,500.00	
Totals	1,451,202.00	1,680,382.00	

*Due to loss of SPLOST materials funding FY2005

** Includes a 3% increase for all staff plus \$54593 to increase 3 targeted librarian positions and \$3397 to increase 6 positions identified in ACCC salary scale to minimum

Regional State Grants:	Budget Amount	Budget Amount	
Personnel	\$ 578,054.76	\$ 595,396.40	3% inc
Materials	71,049.00	71,049.00	
M&O Grant	84,490.93	84,490.93	
Travel	3,000.00	3,000.00	
Special Needs Learning Center	139,876.43	139,876.43	
	\$ 876,471.12	\$ 893,812.76	
SPLOST:			
TOTALS	124,000.00	30,000.00	
Total State Grants & SPLOST	\$ 1,000,471.12	\$ 923,812.76	

**ATHENS-CLARKE COUNTY LIBRARY BOARD
COMMITTEES 2004**

EXECUTIVE COMMITTEE

William Prokasy, Chairman
Judith DeJoy, Vice Chairman
Corwin Mokler, Treasurer
Fran Lane and John Timmons, Regional Library Board Members

FINANCE COMMITTEE

Corwin Mokler, Chair
John Timmons
Anjanette Williams
William Prokasy

PERSONNEL COMMITTEE

Judith DeJoy, Chair
Marie Abercrombie
Kristin Pope
JoEllen Childers
Bucilla Hawks-Bradley

POLICY ISSUES COMMITTEE

Fran Lane, Chair
Judith DeJoy
Courtney Bell
Cecil Bentley

BOOK ACTION COMMITTEE

Diana Hartle, Chair
Marie Abercrombie
JoEllen Childers
Diana Hartle

PUBLICITY COMMITTEE

Ann Dunn, Chair
Diane Kohl
Fran Lane
Cecil Bentley

BUILDING AND GOUNDS COMMITTEE

Anjanette Williams, Chair
Diane Kohl
Bucilla Hawks-Bradley

FRIENDS LIAISON COMMITTEE

Diane Kohl

Chairman is Ex-officio member of all committees and should be notified of all meetings. All meetings shall conform to Open Meetings requirements.

JOB DESCRIPTIONS FOR ATHENS-CLARKE COUNTY LIBRARY
BOARD OF TRUSTEE COMMITTEES

Executive Committee: The Executive Committee shall govern in the name of the Board between regular meetings of the Board. This may include approval of grant submissions or other activities, and this Committee shall have the responsibility of evaluating the Director's performance annually.

Finance Committee: The Finance Committee will review the budget, present the budget for approval at the regular scheduled Board meeting, and assist the Director in the presentation of the budget to the County Commission.

Personnel Committee: The Personnel Committee will review all personnel policies for the Athens-Clarke County Library and will hear grievance issues in accordance with the personnel policy.

Policy Issues Committee: This Committee will review policies and procedures of the Athens-Clarke County Library and recommend any changes that may be needed for compliance with local, state, or federal regulations.

Book Action Committee: This Committee will review all complaints about materials received by the Library. All complaints must be in writing before they will be reviewed. The policy regulating complaints should be reviewed at least once every two years.

Building and Grounds Committee: This Committee will work with the Library's maintenance staff to review the maintenance, upkeep, and safety issues related to the library facility and recommend any changes/improvements that may be needed. A complete walk through of the building should be completed annually.

Endowment Board: By nature of the Endowment Fund By-laws, this Committee shall consist of the current chair, vice-chair, secretary, and treasurer of the Athens-Clarke County Library Board and is responsible for generating ideas and money which will support acquisitions of materials and library growth.

Friends Liaison Committee: Representatives on this Committee will attend Friends meetings and will help to coordinate Board and Friends activities.

Publicity Committee: This Committee will work with the Library's staff to develop a public relations plan and to implement a marketing survey to gauge public satisfaction with programs and materials.

Athens-Clarke

	FY 1997	FY 1998	FY 1999	FY 2000	FY 2001	FY 2002	FY 2003	FY2004
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***PINES system down 18 hours**

[illegible]

*Prior to Nov, 2002, In-house numbers were included in Athens Circulation.

[illegible][illegible]

Bookmobile

	FY 1997	FY 1998	FY 1999	FY 2000	FY 2001	FY 2002	FY 2003	FY2004
July	2,307	1,579	742	1,668	1,684	1,905	3,391	397
August	2,148	1,099	826	1,346	1,558	581	1,078	262
September	3,024	902	1,206	1,206	1,449	13	1,765	286
October	2,360	1,387	1,270	921	1,547	829	2,126	2,174
November	2,490	1,155	1,640	1,717	832	1,487	1,530	219
December	2,166	1,311	1,057	1,083	715	1,162	1,826	195
January	1,947	1,085	1,704	1,276	1,119	2,256	2,243	
February	1,477	976	1,380	876	66	2,576	1,589	
March	1,921	1,363	2,042	1,074	1,747	1,335	950	
April	2,046	1,382	1,220	1,234	1,282	1,456	1,826	
May	1,230	580	942	757	935	1,075	1,558	
June	1,733	776	1,871	2,457	1,589	559	194	
TOTALS	24,849	13,595	15,900	15,615	14,523	15,234	20,076	

East Athens Resource Center

	FY2003	FY2004
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July		133
August		80
September		234
October	33	917
November	9	426
December	193	585
January	158	
February	227	
March	148	
April	129	
May	111	
June	52	
TOTALS	1,060	
In-House Use	639	

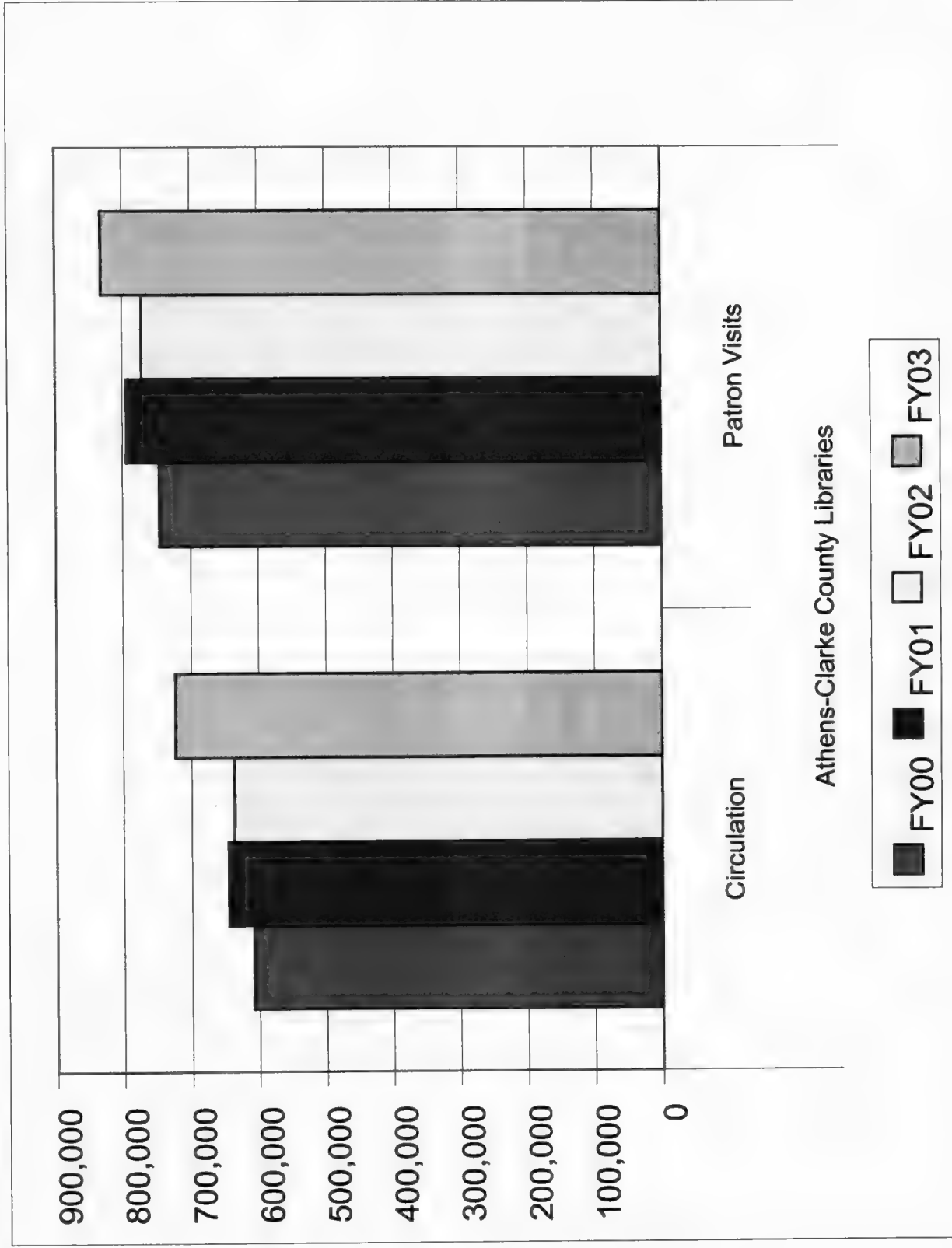
Lay Park Resource Center

	FY2003	FY2004
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July		137
August		73
September		382
October	4	381
November	49	385
December	238	423
January	167	
February	112	
March	160	
April	127	
May	118	
June	44	
TOTALS	1,019	
In-House Use	999	

**Circulation and Patron Visits
FY 2000 - FY 2003**

**Athens-Clarke County
Athens Regional Library System**



ATHENS REGIONAL LIBRARY
Summary of January 15, 2004 Meeting

Meeting was called to order by Chair, Wayne Miller at 3:30. Present were Ms. Gothard, Mr. Mathis, Mr. Moak, Mr. Ingram, Mrs. Murray, Mr. Shapiro, Mr. Jones, Ms. Drewry, Ms. Smith, Mr. Wyllie, Ms. Lane, Ms. Hartle and Mr. Prokasy. Ms. Luke and Mr. Timmons were absent.

The minutes of October 16, 2003 were approved as mailed and the agenda adopted as printed.

The financial report was given for information by Ms. Simonds.

Regional Reports followed from each county.

Mrs. Ames presented her Director's Report in written form but called attention to a special program at Oasis and asked board members to drop a note to their legislators to at least keep book purchases in the state budget.

Old Business.

Nominating Committee presented the slate of new officers which was unanimously accepted. Mr. Moak, as new chairman, took over the meeting.

Director's evaluation policy and form were unanimously accepted as amended.

The Director's written evaluation report was presented to the board.

Special Needs Center centralization hasn't happened as yet. No proposal has been forthcoming from the state.

New Business.

Internet Acceptable Use Policy – presented by Sue Plaksin and unanimously adopted.

Meeting Room Policies – tabled so local boards have a chance to discuss

Committee Assignments were announced.

Board members were reminded to mail their completed director's evaluation forms to Logan Mathis, chair of the Personnel Committee by January 29.

The meeting was adjourned at 4:50.

Minutes
Athens Regional Library Board
January 15, 2004

The quarterly meeting of the Athens Regional Library Board of Trustees was called to order by Wayne Miller, Chairman, at 3:30. Attending from Athens-Clarke County were Mr. Prokasy, Ms. Lane, and Ms. Hartle; from Franklin County were Ms. Gothard and Mr. Mathis; from Madison County were Mr. Ingram, Mr. Moak and Mrs. Murray; from Oconee County were Ms. Smith and Mr. Wyllie; and from Oglethorpe County were Mrs. Drewry, Mr. Jones and Mr. Shapiro. Mr. Timmons and Ms. Luke were absent. Mrs. Ames, Mrs. Simonds, Mrs. Plaksin and Mrs. Blake, who recorded the minutes, were present from the library staff.

New members, Peter Wyllie (Oconee), Diana Hartle and Fran Lane (Athens-Clarke) were introduced to the board.

The minutes from the October 16, 2003, meeting were approved as mailed. No members of the public were present. The agenda was adopted as printed.

Financial Report - Mrs. Simonds presented the attached financial report. The revenues are at 49%. Interest will be posted at the end of the fiscal year. Fees are low but okay. Mrs. Simonds was asked to break down the cities in Oconee separately. Under Expenditures Bookmobile and Operating is a little high because of the new generator and repairs. The insurance invoice has not been received yet. Supplies are high because of the beginning of the year order. Overall we are ok at 47%.

Regional Reports

Oglethorpe County: No report as they haven't met yet.

The Oconee County: Ms. Smith reported their board has not met yet either. They will have 4 new members appointed soon. Their computer tech person gave every staff member one hour of training on anything they wanted to learn. The branch manager presented a program on The Family Place at COMO. Terry Kay will be at the next Friends event on January 22. Everyone is invited.

Athens-Clarke County: Mr. Prokasy reported that the board has three new members. The board voted to hire an architect to develop a plan of action for next SPLOST. The FY05 budget was approved and sent to the County Commission. The Board voted to house tapes of Commission meetings. Work is still being done to restore the SPLOST funds. March 16-20 is the Friends Book Sale.

Franklin County: Mr. Mathis reported Mr. Miller will have to be replaced in June and they will have a new slate of officers as well. Use of the libraries continues to increase. Royston Library is holding a reception for a local artist on display. Lavonia Friends has started up again. The Board of Education has agreed to sell the lot across from the Lavonia library which is used for parking to the city.

Madison County: Mr. Moak gave the report as the new chair. Mr. Ingram got the budget approved for FY05 from the Commission. New committees were appointed. Mrs. Murray prepared a report on salaries of the library and how they compare to other county jobs. Other boards may be interested in this information. Friends gave the library \$5,000 received from the book sale. They kept \$2000 in reserve. They will also have a new slate of officers soon.

Director's Report

Mrs. Ames called attention to two items in her written report. The Hispanic resource - Oasis - will be featured on TV with Michael Thurmond. She also asked board members to drop a line to their legislators asking that we at least have enough money to purchase books. The Materials Grant at 35 cents per capita won't purchase many. PINES presently is funded in the supplemental budget. A new PINES mailing plan will be discussed at a meeting tomorrow.

Old Business

Mrs. Smith, Chair presented the Nominating Committee report: Michael Moak, Chair, Mr. Prokasy, Vice-Chair, Howard Shapiro, Treasurer, At-Large, Peter Wyllie. The slate was unanimously accepted on a motion and second from Ms. Drewry and Mr. Jones.

Page Two
Athens Regional Library Board
January 15, 2004

There was a motion of thanks from Mr. Prokasy to Mr. Miller for his service as chair and Mr. Moak took over the meeting.

Approve Policy for Directors Evaluation: Mr. Shapiro presented the policy for approval. Ms. Smith questioned #3. Average score isn't what they really mean - would like to strike the word average. Mr. Miller moved to accept the policy as amended, Mr. Ingram provided a second and the motion was unanimously approved.

The Director presented her response to the board for the evaluation in writing. She did mention that she found missing a question about the Endowment which does take a lot of her time. Also there was not enough space for special programs and grants. The library system is consistently one of the top two libraries in the state to receive LSTA and special grants.

On January 29, the evaluation forms should be mailed to the Personnel Committee Chair, Mr. Mathis. In the future, we will provide stamped addressed envelopes to accomplish this part of the process.

Special Needs Center - centralization hasn't happened and as yet no proposal has been forthcoming.

Bookmobile - a new generator was purchased and replaced by a company here in Athens.

New Business

Computer Policies - Mrs. Plaksin presented the policy which has significant changes because of CIPA and filtering. Mr. Prokasy and Mr. Shapiro moved and seconded accepting the policy as presented. The vote was unanimous.

Meeting Room Policy - Mrs. Blake presented a revised policy based on our libraries being public forums. After some discussion, the policy was unanimously tabled until local boards can meet on a motion and second by Ms. Drewry and Mr. Wyllie.

Committee assignments were announced. The board was reminded to mail their evaluation forms to Mr. Mathis by January 29. April 15 is the next meeting.

There being no other business, the meeting was adjourned at 4:50.


Kathryn S. Ames, Secretary

ATHENS REGIONAL LIBRARY
AGENDA
January 15, 2004

Call to order.

Review and approve minutes of October 16, 2003.

Public Comment.

Adopt Agenda.

Financial Report.

Regional Reports.

Director's Report.

Old Business.

Nominating Committee Report

Approve Policy for Director's Evaluation

Director's Presentation for Evaluation

Special Needs Center report

Report on Bookmobile Generator and estimate on needed
repairs

New Business.

Computer Policies - Sue Plaksin

Meeting Room Policies -

Other Business.

Adjourn.

Athens Regional Library
July 1, 2003 through December 31, 2003

Revenue:	Budget Amount	Amount Received	Balance	% of Budget Received
<u>Regional:</u>				
Outreach	88,600.00	44,300.00	44,300.00	50.00%
Fees	3,500.00	1,485.69	2,014.31	42.45%
Interest	4,000.00	-	4,000.00	0.00%
State Materials	71,049.00	35,524.50	35,524.50	50.00%
State Salaries/Benefits	578,055.00	289,027.50	289,027.50	50.00%
State Maintenance & Operations	84,491.00	42,245.50	42,245.50	50.00%
State Travel	3,000.00	1,500.00	1,500.00	50.00%
State Special Needs Library of NEGA	139,876.00	69,938.00	69,938.00	50.00%
Totals	<u>972,571.00</u>	<u>484,021.19</u>	<u>488,549.81</u>	<u>49.77%</u>

<u>Athens-Clarke County:</u>				
Board of Commissioners	1,317,377.00	658,688.46	658,688.54	50.00%
City of Winterville	10,000.00	-	10,000.00	0.00%
Fines and Fees	98,075.00	39,475.93	58,599.07	40.25%
Transfer from Reserve	19,750.00	-	19,750.00	0.00%
PINES postage reimbursement		699.20	(699.20)	
Interest	6,000.00	2,516.74	3,483.26	41.95%
Totals	<u>1,451,202.00</u>	<u>701,380.33</u>	<u>749,821.67</u>	<u>48.33%</u>

<u>Franklin County:</u>				
Board of Commissioners	24,000.00	12,000.00	12,000.00	50.00%
Board of Education	24,000.00	12,000.00	12,000.00	50.00%
Cities of Lavonia, Royston, Canon	-	-	-	
Carnesville & Franklin Springs	29,125.00	7,750.02	21,374.98	26.61%
Fines and Fees	5,000.00	2,999.25	2,000.75	59.99%
PINES postage reimbursement	-	306.00	(306.00)	
Totals	<u>82,125.00</u>	<u>35,055.27</u>	<u>47,069.73</u>	<u>42.69%</u>

<u>Madison County:</u>				
Board of Commissioners	152,074.00	76,037.00	76,037.00	50.00%
Fines, Fees and Copy Machines	9,000.00	5,921.67	3,078.33	65.80%
PINES postage reimbursement	-	220.50	(220.50)	
Totals	<u>161,074.00</u>	<u>82,179.17</u>	<u>78,894.83</u>	<u>51.02%</u>

Athens Regional Library
July 1, 2003 through December 31, 2003

Revenue:	<u>Budget Amount</u>	<u>Amount Received</u>	<u>Balance</u>	<u>% of Budget Received</u>
<i><u>Oconee County:</u></i>				
Board of Commissioners	242,840.00	60,710.00	182,130.00	25.00%
Board of Education	34,729.00	17,364.50	17,364.50	50.00%
Cities of Watkinsville & Bogart	14,000.00	-	14,000.00	0.00%
Fines and Fees	21,540.00	10,227.87	11,312.13	47.48%
PINES Postage reimbursement	-	463.50	(463.50)	
Totals	<u>313,109.00</u>	<u>88,765.87</u>	<u>224,343.13</u>	<u>28.35%</u>
<i><u>Oglethorpe County:</u></i>				
Board of Commissioners	46,000.00	23,000.00	23,000.00	50.00%
Board of Education	15,000.00	7,500.00	7,500.00	50.00%
Board of Education VRP		650.00	(650.00)	
City of Maxeys	200.00		200.00	0.00%
City of Crawford	500.00		500.00	0.00%
City of Arnoldsville	100.00		100.00	0.00%
Ctiy of Lexington	500.00		500.00	0.00%
Fines and Fees	7,000.00	3,818.18	3,181.82	54.55%
Meeting Room	300.00	125.00	175.00	41.67%
Pines Postage Reimbursement	200.00	121.50	78.50	60.75%
Transfer from Reserve	5,302.00	-	5,302.00	0.00%
Totals	<u>75,102.00</u>	<u>35,214.68</u>	<u>39,887.32</u>	<u>46.89%</u>
 GRAND TOTALS	 <u><u>3,055,183.00</u></u>	 <u><u>1,426,616.51</u></u>	 <u><u>1,628,566.49</u></u>	 <u><u>46.69%</u></u>

Athens Regional Library
July 1, 2003 through December 31, 2003

<i>Expenditures:</i>	<u>Budget Amount</u>	<u>Amount Expended</u>	<u>Balance</u>	<u>% of Budget Expended</u>
<i>Regional:</i>				
Wages/Benefits Courier & Kidmobile	5,620.00	2,836.99	2,783.01	50.48%
Bookmobile/Van Operating&Repairs	5,910.00	7,353.36	(1,443.36)	124.42%
Solinet Fees	900.00	371.47	528.53	41.27%
Summer Reading Club	4,000.00	105.67	3,894.33	2.64%
Debt Collection Service	500.00	573.12	(73.12)	114.62%
Workers Compensation	11,000.00	-	11,000.00	0.00%
Mobile Telephone (Bookmobile)	300.00	110.88	189.12	36.96%
Postage	8,000.00	5,218.76	2,781.24	65.23%
Travel	4,500.00	176.12	4,323.88	3.91%
Printing and Publicity	2,000.00	397.20	1,602.80	19.86%
Dues/Registration	2,000.00	635.00	1,365.00	31.75%
Computer Maintenance	4,500.00	-	4,500.00	0.00%
Insurance	12,000.00	414.00	11,586.00	3.45%
Supplies	21,600.00	15,806.65	5,793.35	73.18%
Technical and Bookmobile Support	13,270.00	6,578.46	6,691.54	49.57%
State Materials	71,049.00	23,948.53	47,100.47	33.71%
State Salaries/Benefits	578,055.00	289,027.38	289,027.62	50.00%
State Maintenance & Operations	84,491.00	42,038.33	42,452.67	49.75%
State Travel	3,000.00	1,795.19	1,204.81	59.84%
State Special Needs Library of NEGA	139,876.00	59,940.29	79,935.71	42.85%
Totals	<u>972,571.00</u>	<u>457,327.40</u>	<u>515,243.60</u>	<u>47.02%</u>
<i>Athens-Clarke County:</i>				
Outreach	42,000.00	21,000.00	21,000.00	50.00%
Personnel	1,215,631.00	606,472.60	609,158.40	49.89%
Operating Expenses	<u>193,571.00</u>	<u>82,678.75</u>	<u>110,892.25</u>	<u>42.71%</u>
Totals	<u>1,451,202.00</u>	<u>710,151.35</u>	<u>741,050.65</u>	<u>48.94%</u>

Athens Regional Library
July 1, 2003 through December 31, 2003

<i>Expenditures:</i>	<u>Budget Amount</u>	<u>Amount Expended</u>	<u>Balance</u>	<u>% of Budget Expended</u>
<i><u>Franklin County:</u></i>				
Outreach	11,600.00	5,800.00	5,800.00	50.00%
Personnel	64,047.00	31,409.66	32,637.34	49.04%
Operating Expenses	<u>6,478.00</u>	<u>2,396.37</u>	<u>4,081.63</u>	<u>36.99%</u>
Totals	<u>82,125.00</u>	<u>39,606.03</u>	<u>42,518.97</u>	<u>48.23%</u>
<i><u>Madison County:</u></i>				
Outreach	13,900.00	6,950.00	6,950.00	50.00%
Personnel	115,125.00	58,013.63	57,111.37	50.39%
Operating Expenses	<u>32,049.00</u>	<u>14,794.61</u>	<u>17,254.39</u>	<u>46.16%</u>
Totals	<u>161,074.00</u>	<u>79,758.24</u>	<u>81,315.76</u>	<u>49.52%</u>
<i><u>Oconee County:</u></i>				
Outreach	14,000.00	7,000.00	7,000.00	50.00%
Personnel	273,519.00	131,503.14	142,015.86	48.08%
Operating Expenses	<u>25,590.00</u>	<u>4,732.27</u>	<u>20,857.73</u>	<u>18.49%</u>
Totals	<u>313,109.00</u>	<u>143,235.41</u>	<u>169,873.59</u>	<u>45.75%</u>
<i><u>Oglethorpe County:</u></i>				
Outreach	7,100.00	3,550.00	3,550.00	50.00%
Personnel	57,692.00	26,009.41	31,682.59	45.08%
Operating Expenses	<u>10,310.00</u>	<u>4,328.91</u>	<u>5,981.09</u>	<u>41.99%</u>
Totals	<u>75,102.00</u>	<u>33,888.32</u>	<u>41,213.68</u>	<u>45.12%</u>
 GRAND TOTALS	 <u>3,055,183.00</u>	 <u>1,463,966.75</u>	 <u>1,591,216.25</u>	 <u>47.92%</u>

Outside Grants

Federal

LSTA Branch Family Literature Grant	20,000.00
LSTA Vacation Reading Program (\$275/branch)	2,750.00
LSTA Latino Grant	20,000.00
LSTA Immersion Technology Grant	24,985.00
LSTA Barrier Free Access Grant	20,000.00
LSTA Business Resource Grant	20,000.00

LOCAL

Oglethorpe County Board of Education Vacation Reading Program	650.00
Met Life/Libraries for the Future Grant	5,000.00
Athens Literacy Council Grant for Educational Materials	1,000.00

Grassroots Arts Grants vary each year ranging from \$250 to \$1000 each

Stitching Stars Storytelling Festival

Georgia Humanities Council "Sixties" Grant	1,300.00
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Director's Report
Athens Regional Library System Board
January 15, 2004

Happy New Year! We've kicked off 2004 with a broad array of programs across the region. The efforts of our staff has been phenomenal and the use of our libraries has also grown. We're working on a plan to obtain more computers both from the Gates Foundation and from the Board of Regents. We hope to know more soon.

Managing for Results was a weeklong program sponsored by the Public Library Association. I was one of 20 librarians from across the country invited to attend this excellent training in Rome, New York. Expenses for this trip were provided by the Georgia Office of Public Library Services and PLA. *Managing for Results* is a series of activities to ensure that the programs and services offered are both effective and efficient. Throughout the coming year, we will be using some of these activities to ensure that our programs are both efficient and effective. As an example, we are currently taking steps towards outsourcing all cataloging services and are evaluating the major vendors for accuracy and service.

In December, I met with Dr. Louise McBee, who is chair of the Higher Education Committee (which includes public libraries), to discuss legislative issues. The main focus of that discussion was the impact of the continuing reductions in State grants. We have been in contact with members of the legislative delegation and have requested their assistance in securing funds for materials. Only three year ago, our materials grant was 60 cents per capita; it is currently at 35 cents per capita. A further reduction of 5% next year is predicted.

Legislative Day will be somewhat different this year. It begins with a Briefing at 9:00 where 8 legislators including Dr. McBee will be honored. Following this, there will be an advocacy training session. At 11:30, participants will be urged to visit the Capitol and contact legislators. There will be a box lunch served in the South Wing and several tables will be set up featuring library services. We have been asked to set up a display about our system since Dr. McBee is one of the honorees. The date is Feb. 12 and I hope to have at least 1 person from each county attending this event. As always, we will coordinate the transportation as you wish, and will handle registration. The deadline for letting us know is Feb. 2.

I am pleased to announce that there is a new organization called Friends of Georgia Libraries that will be introduced at Legislative Day. The purpose of this group is to provide advocacy for statewide issues and to promote networking among Friends groups. Wally Eberhard, former Athens board member, is the treasurer this year, and I'm on the Steering Committee. I will be mailing you up to date information after this event.

In December, we completed a 10-week management workshop for all of our branch managers including the 2 new Resource Centers in Athens. We combined face to face meetings, staff meetings, and e-mail for communication, discussion, and instruction. The

evaluation of the program by participants indicates that they felt more connected to one another and that they felt more comfortable dealing with difficult situations. They have asked for more similar programs, so we will continue to expand on the topic and to include more staff members.

The rapid growth of Hispanics in the region (anticipated to be over 12% of the Clarke County population by 2005) has led us to explore the possibility of grants for program development. We are working with the Lyndon House Arts Center to develop a proposal to submit to the federal Institute of Museums and Library Services office. This grant, if funded, would focus on building cultural understanding of and educational programs for this growing population. We are working with the Mexican Consulate in Atlanta to build a strong cultural program which would include an artist in residence, traveling exhibits, and special events. The application, due April 1, involves many other groups within the area including the Office of International Development Public Service and Outreach at UGA, Leisure Services of ACC, several social services agencies, and the school district. We also plan to continue to build our Spanish language materials collection that will be available to all through PINES, and we'll build in funds for promotion.

Susan Stewart, Director of the Hall County Library, and I presented two programs at the annual Georgia Library Association meetings in late October. We had large audiences for the program on "Staffing for Results—You Can Do It!" and "Be A Survivor--Planning for Results." Gail Firestone and Debbie Thrasher (Oconee County Library) presented a program on Parent-Child Workshop that was well attended. And Clare Auwarter assumes chairmanship of the Public Library Division this year.

The PINES program has a new proposal that will be voted on tomorrow (Jan. 16) at the quarterly meeting. Instead of partially reimbursing each library for the postage for lending materials, the program will contract with a private mailing service which will visit the headquarters libraries three times weekly. There will be no cost to library systems—a HUGE savings for us. We would use our courier system to bring all loans to Athens where they will be sorted by library system and then picked up by the new provider. Our experience has been that we've recouped about 1/3 of the cost of mailing, and the postage budget is continually stretched. The key to the success of this program will be coordinating our courier's pick-ups and delivery schedules carefully to eliminate delays in delivery. The Executive Committee of PINES will begin the process of evaluating automation vendors for possible migration in 2005. This is very important as we must ensure that the automation firm selected provide an easier to use catalog, access to better search capabilities, integration with selected internet sites, and the ability to deal with 159 counties/312 libraries.

Other events: Read to Rover article will be in the April 2004 Southern Living Magazine; Stitching Stars Storytelling Festival will be March 27 with many excellent tellers; several grant proposals have been submitted and we hope to have positive news soon; the Summer Reading Club conference will be held in Perry this month and we have people from nearly every location attending; and Books for Babies have been distributed to all branch libraries.

Pam Blake

From: "Linda Smith" <lindagoddin@netscape.net>
To: <wmiller@alltel.net>; <bjing@athens.net>; <ivymaus@aol.com>
Cc: "Pam Blake" <blakep@mail.clarke.public.lib.ga.us>; "Kathryn Ames" <kames@athenslibrary.org>
Sent: Tuesday, January 06, 2004 10:03 PM
Subject: ARLB nominations for 04-05

The following slate of officers will be presented to the Athens Regional Library Board by the nominating committee January 15, 2004:

chairman Mr. Michael Moak, Madison County
vice-chairman Dr. Bill Prokasy, Clarke County
treasurer Mr. Howard Shapiro, Oglethorpe County
member-at-large Mr. Peter Wyllie, Oconee County

Linda Smith
706-769-8122

Athens Regional Library
Director Evaluation

Annual Performance Appraisal Process

Policy:

The director of the Athens Regional Library System will be evaluated on an annual basis by the Regional Board of Trustees.

Procedure:

1. At the January Regional Library Board of Trustees meeting, the director will present to the Board of Trustees a written report highlighting the libraries accomplishments for the prior calendar year.
2. The Annual Performance Appraisal form will be distributed to all Regional Board of Trustee members at the January meeting each year. Trustees are asked to complete the appraisal and return it to the chair of the Personnel Committee within two weeks.
3. The Personnel Committee will review the forms and consolidate the information into a single evaluation that reflects the ~~average~~ scores and concerns of all the board members.
4. Prior to the April Regional Board of Trustees meeting, the Executive Board will meet to review and discuss the joint evaluation. They will then meet with the director to review the evaluation at the conclusion of their executive session.
5. The completed evaluation will be reported at the April Board of Trustees meeting.
6. The director may receive supplemental increases at the discretion of the Board of Trustees and based on budgetary requirements. Such increases will be effective in July.
7. The completed evaluation will be filed in the Director's personnel file.

Approved by the Athens Regional Library System Board of Trustees

Date:

Athens Regional Library
Director Evaluation
Annual Performance Appraisal Form

	1 Needs Work	2 Satisfactory	3 Successful	4 Exceptional	5 Don't Know
1. The director understands and implements the mission of the library.					
2. The director appropriately involves the board in matters of policy and governance.					
3. The director provides timely, adequate information to the board in the formulation of policies and in decision-making					
4. The preparation for board and committee meetings is adequate.					
5. The director's philosophy concerning library services is in accord with the board as a whole.					
6. The director keeps the board informed about library activities.					
7. The director encourages board development by creating an environment where board members may participate in appropriate activities such as planning board orientation sessions, recommending attendance at seminars, offering board development workshops.					
8. The director sets goals for the library and facilitates strategic planning.					
9. The director is creative in solving problems.					
10. The director provides the necessary leadership.					
11. The director understands the needs of the organization's patrons and seeks to fill those needs with programs and services.					
12. The director stays current about new ideas and current trends in libraries.					
13. The director seeks input and involvement from other community agencies					
14. The director is involved to an appropriate extent in professional associations and other library activities.					
15. The director is informed about the financial needs of the library and provides the board with accurate financial records.					
16. The director ensures that organization funds are spent appropriately, always in the best interest of those we serve.					
17. The director ensures that all governmental and legal requirements of the library are met.					
18. The director has caused identifiable improvement to be made in the library during the past year.					
19. The director works as an advocate for the organization before government agencies and the general public.					
20. The director takes the initiative to increase job-related skills through training, conferences, networking or other creative means.					
21. The director resolves differences in a productive and positive manner.					
22. The director facilitates teamwork and achievement of the library's goals.					
23. The director communicates effectively both verbally and in writing.					
24. The director seeks/accepts and benefits from advice/constructive criticism.					
25. The director conducts him/herself in an ethical manner.					

Comments:

Director Evaluation Report
Athens Regional Library System
January 15, 2004

I would like to preface this evaluation report by saying that I do have the best job in Georgia! I appreciate the fact that our trustees are dedicated and have the best interests of the library system in mind at all times. We could not make progress without that level of support. And I would point out that I could not personally accomplish any of our goals without the truly dedicated staff who work for the system. They are to be congratulated! Please refer to my quarterly reports for specific examples of library activities.

1. The director understands and implements the mission of the library.

The mission of the library system is to serve as a resource for all residents of the region. I believe this mission is well understood not only by the director but by the entire staff. As we seek to cope with the frustrations of budget limitations, we must always consider how our users will be impacted by the decisions we make. My goal continues to be to work towards the elusive "excellence in service" that makes our system one of the top programs in the state.

2. The director appropriately involves the board in matters of policy and governance.

All policy matters are brought either to the local board or the regional board for discussion and approval. My hope for 2004 is to involve the Policy Committee earlier in the process so that we can provide copies of suggested changes well in advance of all meetings.

The board is involved in any questions of governance, but the on-going day to day operation is my responsibility. I try to be sure that each board is informed of any issues well before local board meetings. As an example, we had a situation in Bogart with a woman who was leaving her dog outside the library. My role was to advise the Oconee librarian of solutions, and to work with local authorities on resolution. We also informed the Chair of the Oconee Board of the situation.

3. The director provides timely, adequate information to the board in the formulation of policies and in decision-making.

My role is to serve as an advisor to the Board and I expect to provide as much background information as I can for their knowledge. This may include literature searches (such as for a question about joint school/public library operations), an opinion paper based on best practices across the country, or proposals.

Many of the policy changes we face come from actual incidents within one of the libraries, but others come from legislation (CIPA, Patriot Act) or local government requests. Recently, the issue of changing the service delivery for the TBC/Special Needs Center has been discussed.

4. The preparation for board and committee meetings is adequate.

I would be very uncomfortable coming to a meeting unprepared. My usual practice is to query other directors in the State, to speak with the State librarian, and to conduct my own research on topics. At the same time, I expect to be notified if an issue is going to come up locally so that I can be prepared with some information; this requires two-way communications.

5. The director's philosophy concerning library services is in accord with the board as a whole.

If our activities should stray from the board's philosophy, this would indicate some major problems. Again, it comes back to communications. I am always available to speak with board members about anything, including philosophy of service. I also keep in close contact with our branches to be sure that we are meeting their needs.

6. The director keeps the board informed about library activities.

The quarterly report of activities, both from the regional director and the branch managers is the best tool for information about library activities. We will be glad to modify those reports if this will help facilitate information exchange. We also try to be sure that all board members are invited to special events such as the LaGrange DuPree special event last year, local activities, and legislative events.

7. The director encourages board development by creating an environment where board members may participate in appropriate activities such as planning board orientation sessions, recommending attendance at seminars, offering board development workshops.

Georgia Library Legislative Day is one example of program where Trustees are encouraged to attend. In addition, I often provide information (and registration and transportation) for state level seminars and workshops. The Georgia Library Association will be meeting in Athens in October 2004, and I will inform all trustees of any events relevant to them.

8. The director sets goals for the library and facilitates strategic planning.

Part of my annual report in July includes a short discussion of the goals for the fiscal year. I am working with a volunteer to develop a written annual report for each county; we will interpret the statistics, draw conclusions, and define our achievements for the year.

We are working on strategic plans in several counties and hope to begin soon to revise and update the strategic plan in Oglethorpe County. My role varies in these sessions from advisor to facilitator, depending on the local county board's desires. In each situation, my focus is on developing action plans that meet the State's standards for activity and our own local goals for achieving excellence. On the local level, we need to evaluate progress annually, and that should be a standard part of the July meeting agenda.

9. The director is creative in solving problems.

I would have to say that this is probably one of my strengths. Finding creative solutions to some of our on-going problems (particularly with budget reductions) is always a challenge. By using my regional level resource team, I've been able to generate new approaches to problems. I have a great group of librarians and managers who help consider problems and issues and we meet together to resolve problems.

10. The director provides the necessary leadership.

Our library system is continually referred to as one of the top three programs in the State. We have several unique programs and systemwide, our activity calendars are full. I rely on my leadership team for advice, but ultimately, the success or failure of the library service program for the system is my responsibility. Because I'm very competitive by nature, I am committed to maintaining our program. We lead the state in competitive grants awarded.

Examples of this: I was one of 20 librarians nationally to be invited to participate in the Public Library Association's *Planning for Results*, *Managing for Results*, *Staffing for Results*, and *Implementing* programs. I was invited to participate in three programs offered by the American Library Association at their annual meetings; I was chair of the Budget and Finance Committee for ALA (2001-2003); I am currently a member of the ALA Policies Committee; and am a member of the Executive Committee of ALA. In Georgia, I was president of the Georgia Council of Public Libraries (2000-2003) and am currently on the Executive Board of GCPL. I am also a charter member of the new Friends of Georgia Libraries(2004) and serve as Vice President of the Library Trustees and Friends Division of the Georgia Library Association (2001-present).

- 11. The director understands the needs of the organization's patrons and seeks to fill those needs with programs and services.**

We conduct a Patron Satisfaction Survey annually and encourage our patrons to tell us what we need to change, what new services they would like to see, and what we don't need to be doing. We also ask all people who attend programs at our libraries to complete an evaluation form for the program and ask for additional suggestions. Once those responses are available, we carefully consider the program. We will continue to conduct these surveys. The drawback to this method is that we only receive responses from library users; we are considering putting a survey on our web page. And we've spoken with other county groups to see if we could attach a brief survey to water bills or other mailings.

- 12. The director stays current about new ideas and current trends in libraries.**

My involvement in ALA, GLA, Georgia Council and participation in professional training programs enable me to stay current with trends in libraries. I also conduct research on different topics for board meetings, which enables me to find the best practices in the field. As one of the original D-9 organizing committee for PINES, I helped to develop the requirements and hope to participate in the migration to an improved system in 2005.

I also think taking classes in Public Administration and Library Services as a part of the work for the Specialist Degree was beneficial as I have a much better understanding of the role of technology in libraries.

- 13. The director seeks input and involvement from other community agencies.**

The library system works very closely with community partnerships. Partnerships are particularly important when we are developing new programs. Before we begin a new program, we conduct an internal audit to be sure we have adequate staff to offer the program, and then we look at each community to be sure that no one else is offering the program. We consider carefully the impact on our target audience and try to be sure that what we're planning is consistent with our goals.

In Athens, these partnerships include the Chamber of Commerce, Leisure Services Division of the Unified Government, Catholic Social Services, the School District, UGA and others. In the region, we forge many of the same relationships. As an example, for the Parent-Child Workshop, we work with the Health Department and local child services agencies such as Head Start, DFACS, and other social service agencies.

- 14. The director is involved to an appropriate extent in professional associations and other library activities.**

Please see the response above. I am active in ALA, GLA, Georgia Council of Public Libraries, and the Friends of Georgia Libraries.

- 15. The director is informed about the financial needs of the library and provides the board with accurate financial records.**

Because of funding issues, it is essential that I stay informed of all financial situations. To the best of our abilities and the current accounting system, I believe that our records are accurate. They are available for inspection by the Board or by the public at any time. My job description requires that I present each Board with a budget which reflects the budget needs. Prior to this process, we meet to discuss improvements and the costs involved.

- 16. The director ensures that organization funds are spent appropriately, always in the best interest of those we serve.**

I am very pleased that we finally have removed all findings except the fixed assets finding from our annual audit. This has been an on-going challenge but we have had an exhaustive audit and the State auditors were pleased with our improved record keeping.

- 17. The director ensures that all governmental and legal requirements of the library are met.**

I provide every board member with the Criteria for State Aid. We meet or exceed all requirements. When an issue arises, I will always provide the information to you.

- 18. The director has caused identifiable improvement to be made in the library during the past year.**

During the past year, even with the budget reductions, I believe that we have accomplished several things.

- A. Grant for Barrier Free Access enabled us to install automatic door openers in those libraries who did not have them. We also bought additional equipment and materials for all libraries. This included large print books, magnification aids, and other equipment.
- B. Business Grant enabled us to expand reference materials and services.
- C. Services to the Latino communities in the region has expanded significantly. In particular, we were able to purchase 400 new bi-lingual titles for loan; we offered Parent-Child Workshop to 80 Latino parents; and we established a Spanish Corner in Athens.
- D. Parent-child workshops were offered in all 5 counties. The success of these programs led to our offering follow-up programs.
- E. Young adult programs in Athens have been very successful with a 200% increase in participation.
- F. Branch Managers participated in a management workshop over a period of 10 weeks. This series has helped our managers gain confidence in dealing with situations locally, has helped the managers better relate to one another, and has facilitated communications. They have asked for more such training.
- G. We are now working towards full outsourcing of library cataloging. While there is a cost associated with outsourcing, it will be far lower than maintaining a 3.75 person department. We will still need a cataloger to handle those materials that are not available pre-processed, and for clean-up of our records, but my goal is to reassign staff elsewhere in the system. My quarterly reports to the Board also outline some of the advances we have been able to achieve.

On the negative side, the reductions in State funding have also been visible. As the State materials budget has declined, we have kept local boards informed of those reductions and helped branch managers plan for alternatives. The bookmobile staff and schedule were reduced by 50%; however, we made it a priority to keep all homebound patrons and active central stops. We also wanted to ensure that anyone living more than 25 minutes from a branch had access to a central stop. The bookmobile staff was reassigned to Athens positions, but it may not be possible to do this if there are future reductions.

- 19. The director works as an advocate for the organization before government agencies and the general public.**

I have made several presentations to civic groups this year. I also have arranged meetings with our legislative delegation and am always "on" in community meetings. I realize that for many groups, I am the library and try to act professionally at all times. When invited to accompany local boards to their local governmental budget hearings and other presentations, I do.

I've attended several workshops about making the case for the library, and try to use as many tips as possible.

- 20. The director takes the initiative to increase job-related skills through training, conferences, networking, or other creative means.**

I think this report indicates that I avail myself and the staff of as many training programs, conferences and other events whenever possible and whenever fiscally possible. I've served as facilitator of several training programs for GLA and their annual conferences, I've planned several events for training others, and I am always available via e-mail or phone for advice to our branches.

21. The director resolves differences in a productive and positive manner.

Probably the most difficult part of my job deals with personnel. There are always differences among staff members and the public. My response to these situations is to try to get the differences resolved at the lowest possible level. This means that disputes between employees should first be addressed at the supervisor level, escalating to the team level and finally to me if it becomes a serious grievance. In most cases, it is handled by the supervisor, but the process is in place. This year, we have not had any significant problems arise with staff other than tardiness and absenteeism. These are being addressed.

With patrons, it is a bit more difficult. We empower our frontline staff to resolve most problems. However, some situations may escalate. If the supervisor on duty cannot resolve a situation, I am available to discuss the situation with the patron. Only the very worst problems arrive at my door. I've had training in active listening and conflict negotiation. And if I cannot provide satisfaction, I will ask for the Personnel Committee to meet. We currently have an on-going situation in Athens with a "problem" patron and I've asked that the Committee meet to help me resolve the issue.

22. The director facilitates teamwork and achievement of the library's goals.

We have several active teams that deal with the day to day management of meeting the library's goals. I meet with the leadership team at least monthly to discuss issues and progress towards goals. We also evaluate current programs and services. The management training program built a stronger network of branch managers who now are working together to address some of the issues identified during our sessions.

23. The director communicates effectively both verbally and in writing.

With our current format, it is sometimes difficult to keep board members informed of everything. We have resorted to e-mail to give you up-to-date information, but we also send packets of information to you prior to each meeting. Probably our greatest short-coming is getting financial reports out to you well in advance of each meeting and Mamie and I are still trying to find ways to generate reports faster.

24. The director seeks/accepts and benefits from advice/constructive criticism.

I'm always open to new ways of doing things, your suggestions and advice. After working here for 30 years, I'm sure I fall back on the "we've always done it this way" response without realizing it! Please, tell me!

25. The director conducts him/herself in an ethical manner.

Ethics are very important to me. I urge my staff members to conduct themselves ethically and may remind one or a group of what they should/should not be saying to one another or to the public. In regard to this, our staff had a heyday talking about the "problem patron" on e-mail recently, and I had to remind them that they should not be discussing the situation, and certainly not on e-mail.

Please let me know if you would like further explanation of any of these points.

SPECIAL NEEDS CENTER REPORT

Athens Regional Library System received grant funding to benefit library services to the elderly and disabled in the 5-county region that the Athens Regional Library System serves (Athens, Winterville, Royston, Lavonia, Danielsville, Watkinsville, Bogart, and Lexington). The money received from this grant was used to provide adequate accessible facilities, equipment, and operations to assure quality programs and services to persons having difficulty using a library. Each of the branch libraries, including the Special Needs Library, received new equipment/material to make their library more accessible. Some equipment that was purchased was large print keyboards, magnification lamps, scooters, walkers, and book baskets. Here at the Special Needs Library, we were able to purchase a new Recordex tape rewinder to rewind our talking books and a new recorder.

Currently, there are 413 total patrons signed up for the Special Needs Library or Northeast Georgia in the five surrounding counties. The numbers are broken down as follows: Clarke: 225 registered patrons, Franklin: 57, Madison: 54, Oglethorpe: 50, and Oconee: 27. This includes both individual and deposit accounts. If you know of any individual who would like our services, please let me know. We will be glad to talk with him.

There has been no progress from the State Library on change in our organizational structure. It was proposed that the mailing of tapes be centralized in a warehouse setting and that the 13 subregional libraries (TBCs) focus on service delivery. We use many volunteers to assist with mailing books now and would be distressed to lose their involvement. However, we understand the need to focus on patron services and continue to work to find new users for our service.

INTERNET ACCEPTABLE USE POLICIES

ACCESS TO INTERNET RESOURCES

Commitment to Free and Open Access

The libraries comprising the Athens Regional Library System are committed to providing free and open access to informational, educational, recreational and cultural resources for library users of all ages and backgrounds. Throughout its history, the libraries in the Athens Regional Library System have made information available in a variety of formats, from print materials to audiovisual materials. The libraries' computer systems provide the opportunity to integrate electronic resources from information networks around the world with ARLS' other resources.

Definition of the Internet

The Internet, as an information resource, enables the library to provide information beyond the confines of its own collection. It allows access to ideas, information and commentary from around the globe. Currently, however, it is an unregulated medium. As such, while it offers access to a wealth of material that is personally, professionally, and culturally enriching to individuals of all ages, it also enables access to some material that may be offensive, disturbing and/or illegal, inaccurate or incomplete. Users are encouraged to be good information consumers by evaluating the validity of information accessed via the Internet.

Goal to offering Internet Access

In introducing the Internet as an information resource, the library's goal is to enhance its existing collection in size and depth and as a public access agency, give opportunity to anyone who wishes to participate in navigating the Internet, both in the library and at home through remote access to library services.

Responsibility of Library Staff

Library staff will identify specific starting points for searches on the libraries' home pages that are appropriate to the library's mission and service roles. The library cannot control or monitor other material that may be accessible from Internet sources because the Internet is a vast and unregulated medium with access points that can and do change often, rapidly and unpredictably.

Responsibility of Parents

The library affirms the right and responsibility of parents to determine and monitor their own children's use of library materials and resources.

Library staff is available to provide assistance and to help identify appropriate sites. The Children's Area, and Fun Links for Kids! web pages have been provided to assist users in finding age- and topic-appropriate sites. Parents and children are encouraged to read Child Safety on the Information Highway, available free on the World Wide Web. The user, however, is the selector in using the Internet and makes individual choices and decisions.

Internet Filtering in the Library

Federal law under the Children's Internet Protection Act (CIPA) requires filters to be placed on all computers throughout the Athens Regional Library System. The local library board of trustees in each county, using community standards as a guide, is responsible for determining the level of filtering on the library's Internet computers. In some cases, the filtering level on the children's computers may be more restrictive than those computers used by adults only.

The library upholds and affirms the right of each individual to have access to constitutionally protected material. The library also affirms the right and responsibility of parents to determine and monitor their own children's use of library materials and resources. Therefore, a filter bypass feature is available to those patrons who are 17 and older and request an unfiltered Internet terminal and to parents of individuals who are under 17 that request unfiltered Internet access for their minor child.

While a patron is not required to tell library staff why unfiltered Internet access is desired, a patron may be asked to show proof of age when requesting an unfiltered Internet terminal. A parent may be requested to move to an area of the library not designated for minor children when requesting unfiltered Internet access for his/her child. A parent must remain with his/her child at all times while their minor child is using unfiltered Internet access or if his/her child is in an area not designated for their appropriate age group.

CONDITIONS AND TERMS OF USE IN THE LIBRARY

In order to make Internet resources available to as many users as possible and to ensure that this resource is used in a manner consistent with library policies, the following rules shall apply. Specific terms of use may vary by location.

Time limits may be imposed depending on local demand for Internet access. First come, first served. Users must sign up in person. Reservations will not be taken over the phone. Reservation software and/or library staff will manage the length of a user's session. Users may not begin another session without staff approval.

Misuse of the computer will result in the loss of computer privileges, potential loss of library privileges and possible prosecution. Such misuse includes, but is not limited to, using the computer for illegal activities; hacking into the library

computer system or any other computer system; damaging or attempting to damage computer equipment or software; interfering with systems operations, integrity or security; gaining unauthorized access to another person's files; sending harassing messages to other computer users; altering or attempting to alter the library computer's settings; and violating copyright laws and software licensing agreements.

The library's computers are set up for optimal usage by a single individual. In some cases, such as a parent/guardian with children, it may be important for two or more people to work together at a computer. Otherwise, because of limited space, a maximum of two persons may sit/work together at any one computer.

All users are asked to respect the privacy of other users and not attempt to censor or comment upon what others are viewing.

Pam Blake

From: "Linda Smith" <lindagoddin@netscape.net>
To: <wmiller@alltel.net>; <bjing@athens.net>; <ivymaus@aol.com>
Cc: "Pam Blake" <blakep@mail.clarke.public.lib.ga.us>; "Kathryn Ames" <kames@athenslibrary.org>
Sent: Tuesday, January 06, 2004 10:03 PM
Subject: ARLB nominations for 04-05

The following slate of officers will be presented to the Athens Regional Library Board by the nominating committee January 15, 2004:

chairman Mr. Michael Moak, Madison County
vice-chairman Dr. Bill Prokasy, Clarke County
treasurer Mr. Howard Shapiro, Oglethorpe County
member-at-large Mr. Peter Wyllie, Oconee County

Linda Smith
706-769-8122

1/7/2004

Regional Meeting and Study Rooms Policy

The library multi-purpose room meeting room(s) and study room(s), if provided, are available to groups and individuals based in Clarke, Oconee, Oglethorpe, Madison and Franklin counties on an equitable basis, regardless of the beliefs or affiliations of groups or individuals requesting their use.* Eligible groups and individuals include those who are engaged in educational, cultural, intellectual, or charitable activities which are not conducted for profit or hire. who sign the Meeting Room Reservation Form and agree to be responsible for conforming with the conditions set forth on the form and in this policy. In accepting reservations for use of library facilities, the library will not discriminate on the basis of race, color, creed, national origin, religion, age or sex.

USE OF LIBRARY MEETING AND STUDY ROOMS

Meetings held in public library facilities must be free of charge and open to the public. Use shall not include an admission fee, solicitation for memberships or payment of dues or registration of attendance. There is a "no vending" requirement in the meeting room(s) except for library sponsored events. It is permissible to ask for donations as long as it is understood that donations are not required for using the facilities.

Library sponsored programs will take precedence over programs by outside groups.

The use of the meeting rooms will normally be limited to adult groups. When the room(s) is to be used by organizations with members under 18 years of age, application for the use of the rooms must be made by adults and the adult in charge should arrive before the rooms are made available to the young people and must remain until the departure of all of the young people.

The library will not accept reservations for a series of meetings which will designate the library as a regular meeting place for any organization.

Study rooms, if provided are available upon request during library hours on a first come, first served basis. Rooms may be reserved in advance at some facilities. There may be a time limit imposed on use of the study rooms. The number of individuals who may be in a study room at one time may be limited by the size of the room. Any conversation in study rooms must be quiet enough so other patrons are not disturbed. Just as throughout the library, no food or drinks are allowed in study rooms. Patron Responsibilities and Conduct Policy will apply while using a study room.

The library director reserves the right to review any and all requests for use of library meeting rooms and may reject any which the director deems unsuitable.

The library has the duty to uphold the Constitution of the United States and the State of Georgia and reserves the right to decline to accept reservations for activities which could cause a constitutional violation such as child pornography, obscenity or materials harmful to minors.

damage to library property or the cost of any necessary cleaning, if needed, will be the responsibility of the person who signed the application for use of the meeting room.

RESPONSIBILITY

The library is not responsible for any equipment, supplies, materials, clothing, or other items brought to the library or transported to library property by any group or individual attending the meeting.

Library staff shall not be available to assist in any way during use of the meeting rooms. **With orientation**, groups may reserve the library's audiovisual equipment to use in-house during meetings.

No smoking or alcoholic beverages are allowed.

Amplified sound volume shall be controlled so it cannot be heard more than 10 feet from the entrance to the meeting room.

COMPLAINTS

Complaints about both the meeting room policy and/or the content of programs or events in the meeting rooms should be addressed in writing to the branch manager or Director of the Athens-Clarke County Library for local review. If necessary, an appeal is heard by the Athens Regional Library System Board of Trustees. Their decision will be final.

LIABILITY

The library board and staff does not assume any liability on groups or individuals attending a meeting in the library.

4/16/98

LIBRARY ENDORSEMENT

The fact that a group is permitted to meet at the library does not in any way constitute an endorsement of the viewpoints or policies by the library staff or Board. Advertisements for programs held in the library should carry notice of sponsorship. The group may post a flyer in the library about the upcoming event or program (following the Exhibit and Displays Policy). Friends groups, library endowment and government entities using the library are bound by the same regulations that apply to other organizations.

RESERVATIONS AND FEES

Reservations for meeting rooms must be made with library staff during library hours in advance of the meeting. If a meeting is postponed or cancelled, the library must be notified.

Requests are handled on a "first come, first served" basis.

Reservations may be made by telephone. However, a representative of the group must apply in person at the library to complete the Meeting Room Reservation Form.

No charge is made for meetings, but damage to library property will be the responsibility of the group using the meeting room. however, a maintenance fee may be charged for the use of some meeting room(s) and is payable in advance. Damage to library property will be the responsibility of the group using the meeting room and may result in the applicant being denied further use of the facilities.

In each facility, the staff member in charge of programming may decide to co-sponsor an event or program. The Programmer's decision will be based on consideration of whether the program or event will meet the mission of the library and if the program or event will build community support for the library. Fees and hours regulations can be waived for co-sponsored events or programs.

HOURS

Groups may use the room any time the library is open or after hours (except on holidays) provided the key is picked up by the person in charge before the library closes. After the meeting, the key must be left in the book return or a late fine will be charged each day. If the key is lost, the organization is responsible for the cost of having the lock changed. The Athens-Clarke County Library will accept no reservations for meetings after library hours.

REFRESHMENTS

Light refreshments may be served only in the libraries that have kitchen facilities adjacent to the meeting room. Groups are responsible for furnishing their own containers and paper products. All garbage must be carried home for disposal. The kitchenette must be left clean and in order. The user is responsible for all table and chair arrangement and for restoring the room to its original condition. Negligence will result in

Re-work

EXHIBITS POLICY

An **Special** exhibit *or display* is anything housed for a definite or indefinite period of time in, and is not the property of, the Athens Regional Library System.

The library welcomes the opportunity to allow community groups, organizations and individuals to use **various designated** display areas of **the each** library. Space is provided **for to encourage** displays of an educational, cultural, civic or recreational nature rather than commercial or political purpose. **An effort will be made to offer exhibit opportunities to local artists and craftsmen, and to include items of historic interest.**

Exhibits are seen by anyone who enters the library. The materials of the exhibits must meet what is generally known as "a standard acceptable to the community," which includes no child pornography, obscenity or materials harmful to minors.

Space for exhibits must be reserved in advance. Exhibits will normally be scheduled for one calendar month. All exhibits will be handled by **the director's office designated library personnel** and will be on a first-come, first served basis.

Library insurance does not cover exhibits of any kind. The Library is not responsible for any items/exhibits housed at the Library *and this release form must be signed prior to use of library space acknowledging this information.*

The library reserves the right to reject all or any part of an exhibit or to change the manner of display.

Works to be displayed on walls must be ready and suitable for hanging.

If the artist posts prices for selling art work on exhibit, the library will require a consignment fee of 30%. All sales will be handled through the Library Store *or designated library personnel. The person or group creating the exhibit or display may post their name, address and phone number as part of the exhibit.*

Transporting, housing, displaying, maintaining and storing of exhibits are the responsibility of the exhibitors. No exhibit will be accepted which requires special attention, handling and/or maintenance by Library staff, however, the Library reserves the right to rearrange and to remove an exhibit if exhibition space is needed for a Library related display.

No person or group shall be discriminated against because of race, sex, age, marital status, physical disability, political affiliation, or religion.

Complaints about both the exhibit display policy and or/ the content of or an exhibit or display, should be addressed in writing to the Branch Manager or Director or the

Athens-Clarke County Library for local review. If necessary, an appeal is heard by the Athens Regional Library System Board of Trustees. Their decision will be final.

I, the undersigned, hereby lend the following works of art or other material to the branch library of the Athens Regional Library System named below for exhibit purposes. In consideration of the privilege of exhibiting materials, I release the Library system from responsibility for loss, damage or destruction beyond normal insurance coverage while they are in the possession of the Library.

Exhibition to be held in _____ Branch Library

Time Period: _____

Description of Materials and value:

Name, Address, Phone Number)

Date _____

Revised by the Athens Regional Library System Board of Trustees April 15, 1999.

KIOSK/BULLETIN BOARD

Flyers, small posters and brochures may be posted on the kiosk/*bulletin board* **for civic, educational or cultural programs**. Limited space allows only short-termed notices(*two weeks from event*). *Posted items should be no larger than 8 1/2" x 11" in size.*

Explicitly excluded from display are commercial notices of any kind including but not limited to notices of merchandise for sale, rental announcements, and notices of sales or other related events. Library staff will remove items which do not meet stated requirements.

Political materials will not be permitted on public bulletin boards or available as handouts *unless all candidates are represented*. The Library can provide materials of an educational and informational nature on local, state and national political issues.

The library board establishes policy for use of the bulletin board. **Designated library personnel must approve all postings and may prohibit postings which do not meet library standards.**

The circulation area *Designated library personnel staff* shall have responsibility for monitoring kiosk/*bulletin board* use. The library prohibits any postings of this nature in any other location in the building and will remove such immediately.

Unless other arrangements are made, items must be picked up the day following the date of the publicized event if the owners want them returned. Otherwise, the library will not be responsible for returning materials. Requests for return of item with name and telephone number of person to be contacted should be written on the back of the article.

Complaints about this policy or about an item posted on a kiosk/bulletin board should be addressed in writing to the branch manager or Director of the Athens-Clarke County Library for local review. If necessary, an appeal is heard by the Athens Regional Library System Board of Trustees. Their decision will be final.

HANDOUTS

The library's public relations staff will develop materials promoting areas of library services including bibliographies, flyers and bookmarks. These will be available in various locations in the building for free distribution. As space permits, other materials may be provided by civic organizations and agencies. This would include bus schedules, elderhostel listings and other community information materials.

**ATHENS CLARKE COUNTY LIBRARY BOARD
MINUTES
April 13, 2004**

The quarterly meeting of the Athens-Clarke County Library Board was called to order at 4:02 by Chair, Mr. Prokasy. Those present were Ms. Abercrombie, Mr. Bentley, Ms. Childers, Ms. DeJoy, Ms. Dunn, Ms. Hartle, Mr. Heyl, Ms. Lane, Ms. Pope, Mr. Timmons and Ms. Williams. Ms. Kohl and Mr. Mokler were excused. Ms. Bell and Ms. Hawks-Bradley, were absent. Staff included Mrs. Ames, Ms. Gerson, Ms. Simonds, and Mrs. Blake who recorded the minutes.

The minutes from the meeting of January 13, 2004 were approved as mailed on a motion and second from Mr. Bentley and Ms. Lane.

Ms. Simonds presented the financial report. The attached report is a bit different from the draft mailed out because the City of Winterville has paid a portion of their bill. Fines have increased somewhat due to the Unique collections, E-rate and PINES reimbursements. Overall we are 2% under on expenditures. Wages and benefits, usually our most volatile area, are at 73% which is really good. The April reinstatement from the State is shown as is the SPLOST money which is a little under 75%. The committee is still working to find out what we'll have next year, though Mrs. Ames says it does appear that we'll have only \$30,000 available for next year.

There were no members of the public present. The agenda was unanimously adopted as amended on a motion and second from Ms. DeJoy and Mr. Timmons.

Staff Report -Tammy Gerson presented information and asked that the board consider making the library a passport acceptance facility. Circulation and reference personnel would be trained to help fill out the applications and the library would receive \$30 of the \$55 it costs by law. After some questions concerning security and other issues, Mr. Heyl and Mrs. Abercrombie moved and seconded that we offer the library as a passport facility. The vote was unanimous.

The Consultant Report from Bob Brown of Brittain, Thompson, Bray and Brown and Karen Wheat of Wheat Interiors followed. The Board was presented a summary of a Feasibility Study based on our own Space Needs Assessment and the board's set priorities. A conceptual plan with an additional 17,000 SF was presented along with renovation and reconfiguring of the present building. The total cost for a SPLOST project is approximately \$7,000,000. After some discussion and questions, the board unanimously voted to ask the SPLOST committee for both renovation and an addition to the building on a motion and second from Mr. Heyl and Mr. Timmons.

Committee reports followed:

Friends of the Library -Their written report is attached showing book sale proceeds of \$15,563.

Winterville -No one present. Winterville Board met April 12 and will likely be sending a new representative to this board in July.

Endowment -Written report attached. Current Fund total \$566,458.

PR- 68 magazines have been adopted to date and a letter to the editor of the newspaper will be coming soon thanking our patrons for their support.

Building and Grounds - This committee met twice, once with the Ad Hoc SPLOST Committee and Executive Committee to recommend priorities to the Consultant and once about accepting a donation of Alan Campbell paintings.

Materials Complaint Committee - Diana Hartle reported that one book, "Go Ask Alice", had been challenged during the last quarter and the committee voted to keep it where it is in the collection.

Director's Report

Mrs. Ames presented a written report. She encouraged board members to attend a Trustees Training Workshop on May 12 in our auditorium.

Page Two
Athens-Clarke County Library
April 13, 2004

Unfinished Business

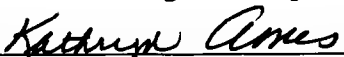
Restoring SPLOST funding. There is no real report. Mrs. Ames indicated that it appears that we will have only \$30,000 to spend on books and materials next year. To that end, she has instructed our collection development librarian to save \$30,000 out of this year's funding to use next year.

New Business

Library Law 101- Mr. Prokasy asked members to read the materials handed out which came from a workshop he attended in Dawsonville along with several other board chairmen. We will be looking into the relationship of this board to the regional board in the coming months.

The state has restored money to the regional M & O budget. Athens-Clarke County's share is \$2,678 and Mrs. Ames asked the board to approve using it to purchase books. This was unanimously approved on a motion and second from Ms. Dunn and Ms. Hartle.

There being no further business, the meeting was adjourned at 5:35 PM.


Kathryn S. Ames, Secretary

ATHENS-CLARKE COUNTY LIBRARY BOARD
Summary of April 13, 2004 Meeting

Meeting was called to order at 4:05 by Chair, William Prokasy. Those present were: Ms. Abercrombie, Mr. Bentley, Ms. Childers, Ms. Dunn, Ms. Hartle, Mr. Heyl, Ms. Lane, Ms. Pope, Mr. Timmons and Ms. Williams. Mr. Mokler and Ms. Kohl were excused. Ms. Bell and Ms. Hawks-Bradley were absent.

The minutes of January 13, 2004 meeting were approved as mailed.

Financial Report was given for information by Mamie Simonds, Business Manager. At this point in the fiscal year, we are doing okay in both revenues and expenditures at approximately 73%.

A staff report was given by Tammy Gerson, Librarian, who asked the board to consider making the library a passport acceptance facility. After learning more about the process, the board moved to offer this service to the community.

The Consultant Report from Bob Brown, of Brittain, Thompson, Bray and Brown and Karen Wheat of Wheat Interiors followed. The Board was presented a summary of a Feasibility Study based on our own Space Needs Assessment and the board's set priorities. A conceptual plan with an additional 17,000 SF was presented along with renovation and reconfiguring of the present building. The total cost for a SPLOST project is approximately \$7,000,000. After some discussion and questions, the board unanimously voted to ask the SPLOST Committee for both renovation and an addition to the building.

Committee Reports followed

1. Friends of the Library – written report showing book sale proceeds of \$15,563.
2. Winterville Library – No one present. Winterville Board met April 12 and will likely be sending a new representative to this board in July.
3. Endowment – Written report. Current Fund total \$566,458.
4. Public Relations- 68 magazines adopted to date and a letter to the editor of the newspaper will be coming soon thanking our patrons for their support.
5. Building & Grounds –The Committee met twice, once with the Ad Hoc SPLOST Committee and Executive Committee to recommend priorities to the Consultant and once about accepting a donation of Alan Campbell paintings.
6. Materials Complaint – Diana Hartle reported that one book had been challenged during the last quarter and the committee voted to keep it where it is in the collection.

Director's Report.

Mrs. Ames presented a written report. She encouraged board members to attend a Trustees Training Workshop on May 12 here in our auditorium.

Unfinished Business

Restoring SPLOST funding. Mrs. Ames indicated that it appears that we will have only \$30,000 to spend on books and materials next year. To that end, she has instructed our collection development librarian to save \$30,000 out of this year's funding for use next year.

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The state has restored money to the regional M & O budget. Athens-Clarke County's share is \$2,678 and Mrs. Ames asked the board to approve using it to purchase books. This was unanimously approved.

There being no other business the meeting was adjourned at 5:35.

ATHENS-CLARKE COUNTY LIBRARY BOARD
Proposed AGENDA
April 13, 2004

Call to order.

*Minutes of January 13, 2004.

Financial Report.

Public Comment.

*Adopt Agenda.

Staff Report: Tammy Gerson, Passport Proposal
Consultant Report: Bob Brown, Architect

Committee Reports.

- 1.Friends of the Library
- 2.Winterville Library
- 3.Endowment
- 4.Public Relations
- 5.Building & Grounds
- 6.Material Complaints

Director's Report.

Unfinished Business.

Report on restoring funds to SPLOST funds for FY05

New Business.

Other business.

Adjourn.

Executive, Building & Grounds and Ad Hoc SPLOST Joint Committee
April 1, 2004

Present: William Prokasy, Diane Kohl, JoEllen Childers, Ann, Dunn, Cilla Hawks-Bradley, Kathryn Ames and Pam Blake. Absent: Anjanette Williams, Judith DeJoy, Corwin Mokler, Cecil Bentley.

In Ms. Williams absence, Mrs. Ames opened the meeting at 4:07. She had prepared several handouts, some from the architectural firm she was authorized to hire to prepare a budget scenario and one from the SPLOST committee. The deadline to submit a SPLOST application request is April 16. This is three days after our April board meeting. The architect will be at that board meeting, but this committee needs to give him some further direction on which path to take prior to the board meeting.

Mrs. Ames outlined 3 options:

1. Renovation of the existing facility – this would include reorganizing existing space, updating/replacing carpeting, paint and some upholstered furniture and replacing worn equipment. This option, renovation only, would not be eligible for any state matching funds.
2. Renovate, and Using Space Needs Assessment, complete an addition to existing facility. (See orange sheet of handout) This option would be eligible for state matching funds.

Neither of these first two options would add additional staff – might add additional operating expenses, but not any staff. This is a very important point for SPLOST requests.

3. Look at building a branch – possibly in Southeast Clarke Park. There was space set aside at one time for this. This too, but would eligible for state funds, but at a lower priority than adding to the headquarters of a regional system. This option would also include adding at least some new staff.

Whatever we do, we have to include books as part of the SPLOST proposal. We anticipate 1% growth in the collection each year which means money for new materials and space to house them(new shelving).

In answer to a question, Mrs. Ames said that Georgia Public Library Services estimates at the present time are \$150/sq. ft. for new construction plus \$25/sq. ft. for furniture.

Mrs. Ames indicated that there will be some wireless access in parts of this building by this fall and that may be the new wave of the future. A new wireless telephone system would need to tie into this renovation too.

After further discussion, Mrs. Kohl moved, with a second from Mr. Prokasy, to recommend a renovation plus addition to the entire board. The motion was unanimously adopted. Mrs. Ames will let the architect know so he can make as accurate an estimate of the dollars needed as possible.

The meeting was adjourned at 4:45.

Athens-Clarke County Library
July 1, 2003 through March 31, 2004

Revenue:	FY2004 Amount	Amount Received	Balance	% of Budget Received
Athens-Clarke County Commission	1,317,377.00	988,032.75	329,344.25	75.00%
City of Winterville	10,000.00	4,000.00	6,000.00	40.00%
ACCL Fines	80,000.00	49,046.31	30,953.69	61.31%
ACCL Copy Money	15,000.00	11,827.93	3,172.07	78.85%
ACCL Meeting Room	1,950.00	1,250.00	700.00	64.10%
Winterville Fines	1,000.00	530.52	469.48	53.05%
Winterville Copy	125.00	116.85	8.15	93.48%
Transfer from Reserve	19,750.00	-	19,750.00	0.00%
Bellsouth Erate		8,686.92	(8,686.92)	
PINES Postage reimbursement ACCL		1,740.50	(1,740.50)	
PINES Postage reimbursement Winterville		127.50	(127.50)	
Interest	6,000.00	2,855.67	3,144.33	47.59%
Totals	1,451,202.00	1,068,214.95	382,987.05	73.61%

Expenditures:	Budget Amount	Amount Expended	Balance	% of Budget Expended
Outreach	42,000.00	31,500.00	10,500.00	75.00%
Wages/Benefits*	1,215,631.00	895,757.82	319,873.18	73.69%
Solinet	1,200.00	1,100.00	100.00	91.67%
Workers Compensation	6,500.00	6,500.00	-	100.00%
Staff Development	1,500.00	-	1,500.00	0.00%
Equipment Repair and Maint.	8,000.00	8,226.52	(226.52)	102.83%
Telephone	14,000.00	13,851.12	148.88	98.94%
Postage	6,500.00	4,876.46	1,623.54	75.02%
Travel	2,500.00	399.77	2,100.23	15.99%
Advertising	7,000.00	453.70	6,546.30	6.48%
Insurance	5,000.00	5,000.00	-	100.00%
Supplies	29,171.00	22,141.36	7,029.64	75.90%
Printing and Publicity	3,700.00	3,119.09	580.91	84.30%
Equipment Purchase	5,000.00	-	5,000.00	0.00%
Dues/Registration	1,500.00	-	1,500.00	0.00%
Cleaning Service	4,500.00	4,314.00	186.00	95.87%
Electricity	83,000.00	54,602.86	28,397.14	65.79%
Gas Heat	7,000.00	6,139.73	860.27	87.71%
Water, Sewer, Garbage	7,500.00	3,741.52	3,758.48	49.89%
Totals	1,451,202.00	1,061,723.95	389,478.05	73.16%

Revenue over (under) expenditures

6,491.00

*Includes Security / Professional Services

	<u>Budget Amount</u>	<u>Amount Expended</u>	<u>Balance</u>	<u>% of Budget Expended</u>
State Grants:				
Personnel	578,054.76	433,541.07	144,513.69	75.00%
Materials	71,049.00	32,011.36	39,037.64	45.06%
M&O Grant	91,222.27	64,308.44	26,913.83	70.50%
Travel	3,000.00	1,920.63	1,079.37	64.02%
Special Needs Learning Center	141,154.68	101,678.55	39,476.13	72.03%
	<u>884,480.71</u>	<u>633,460.05</u>	<u>251,020.66</u>	<u>71.62%</u>
SPLOST:				
SPLOST Materials	90,000.00	56,478.17	33,521.83	62.75%
Lay Park Resource Center	15,000.00	8,965.16	6,034.84	59.77%
East Athens Resource Center	15,000.00	9,221.96	5,778.04	61.48%
TOTALS	<u>120,000.00</u>	<u>74,665.29</u>	<u>45,334.71</u>	<u>62.22%</u>
 Total State Grants & SPLOST	 <u>1,004,480.71</u>	 <u>708,125.34</u>	 <u>296,355.37</u>	 70.50%

Fund Equity ("Reserve")

Fund Equity ("Reserve") at 07/01/03	218,285.76
Less Reserved/ Identified Funds:	
Vacation Liability	(116,794.62)
Gifts/Endowment	(14,282.35)
One Months Operating Expense	(120,933.50)
	<u>(33,724.71)</u>

Chapter 16

Designations

Can any type of office or facility be part of the Passport Acceptance Program?

Passport Acceptance Facilities are restricted by law to:

- Federal, state, or municipal offices
- U.S. Post Offices, and
- Other non-Federal public entities, like libraries and state/city universities, operating under governmental auspices.

Do these offices/entities automatically become Passport Acceptance Facilities?

No. They must request participation in the Passport Acceptance Program. The Department of State evaluates the requests and designates individual Passport Acceptance Facilities.

Designated facilities receive letters of welcome to the Department of State's Passport Acceptance Program. Participating facilities, except U.S. Post Offices, also receive Certificates of Designation.

Once we are a designated Acceptance Facility, can all of our staff accept passport applications?

No. Non-postal employees who are individually approved by the Department of State and postal employees who are designated by postmasters (at post offices selected by the Department of State) may accept passport applications. There are no exceptions.

What if staff changes?

Simply notify your regional Customer Service Manager of the change. If you want another employee to accept passport applications, you will need to send a signature sample with the request for approval.

Are there qualifications Acceptance Agents must meet?

Yes, an Acceptance Agent must:

- be **either** a United States citizen **or** a United States national;
- be at least 18 years old;
- be individually approved by the Department of State;

- be a permanent employee of the designated facility (not temporary, *ad hoc*, or contractual);
- have no current criminal history, which means:
- not presently be on parole or probation related to any Federal or State convictions;
- free of any Federal or State felony convictions within the last 5 years;
- free of any Federal or State felony conviction related to breach of trust or moral turpitude, (i.e., embezzlement, document fraud, drug offense, or dishonesty carrying out a responsibility involving public trust).

What is expected of Acceptance Agents?

They are expected to:

- be courteous and professional;
- be trained and follow procedures detailed in the current Passport Agent's Reference Guide (PARG), newsletters, and notices;
- adhere to the provisions of the Privacy Act of 1974;
- not retain copies of executed applications;
- not participate in any relationship with another organization that could be perceived as a conflict of interest;
- not deliver another service that could be perceived as a conflict of interest;
- be aware of the legal responsibilities of an Acceptance Agent.

What are our legal obligations?

By signing your name on applications as a Passport Acceptance Agent, you certify that:

- customers have personally appeared before you;
- customers have presented ID as documented by you;
- customers have taken the oath; and
- you have personally witnessed customers signing their applications.

Summer 2003

This guide is for the exclusive use of officially designated Passport Application Acceptance Agents.

Chapter 16 Designations

What services do we, as Acceptance Agents, provide?

All our mutual customers, regardless of where they live or work in the U.S., benefit from the passport services your facility provides. Among these services are:

- availability of passport-related forms and information;
- execution of Passport Application Form DS-11;
- expedited passport service (see Chapter 10, section 6);
- opportunity for overnight mail delivery to and from Passport Services (see Chapter 10, section 3.B.2).
- hand-carry release under specified circumstances (see Chapter 10, section 8);
- 'no-fee' passport application execution (see Chapter 13).

What information resources are available to us?

Most of the information you need may be found in this PARG. Other helpful resources include:

- the Customer Service Manager at your Regional Passport Agency
- the Internet at travel.state.gov
 - for general passport information
 - for a database of Acceptance Facilities, listing facility names, locations, telephone numbers, hours of operation, etc..

BRITTAIN THOMPSON BRAY BROWN INC.

ARCHITECTS
PLANNERS

ATHENS-CLARKE COUNTY LIBRARY PROGRAM SUMMARY BTBB #24-002 / 16 March 2004 (revised 12 April 2004)

FIRST FLOOR	Existing SF	Subtotal EX/SF	Program. SF	Subtotal PROG/SF
EXTERIOR CANOPY/COVERED ENTRANCE (at ½)	----	----	500	500
LOBBY		1,063		3,250
➤ Airlock	0		250	
➤ Lobby / Gathering Space	1,063		3,000	
LIBRARY STORE / CAFÉ		232		1,500
➤ Exhibit Space / Service Counter	232		700	
➤ Café	0		350	
➤ Office	(134)†		150	
➤ Stock Room	0		300	
"THE MUSIC SCENE"	0	0	1,000	1,000
RESTROOMS (New)		0		400
➤ Men's	0		200	
➤ Women's	0		200	
MULTI-PURPOSE MEETING ROOM (Existing)		2,011		3,468
➤ Auditorium	1,530		2,350	
➤ Stage	351		550	
➤ Storage	62		500	
➤ Projection	68		68	
MULTI-PURPOSE MEETING ROOM (New)		0		1,500
➤ Meeting Room	0		1,400	
➤ Chair Storage	0		100	
SMALL MEETING ROOM	430	430	450	450
KITCHEN	128	128	300	300
CIRCULATION SERVICES		1,796		1,120
➤ Information Kiosk			50	
➤ Circulation Service Desk	267		100	
➤ "Books on Hold"	143		50	
➤ Checkout Kiosks	399		250	
➤ Workroom	670		350	
✓ Book Drop	0		50	
✓ Cart "Parking"	96		150	
✓ Manager's Office	117		120	
✓ Assistant Manager's Office	104		0	

† Spaces to be relocated from 2nd Floor (area not included in subtotals for this floor)

FIRST FLOOR	Existing SF	Subtotal EX/SF	Program. SF	Subtotal PROG/SF
BROWSING SERVICES (adj. to Information Kiosk)		3,326		3,821
➤ Seating and Display Area	1,878		2,233	
➤ Audio/Visual Materials Area	1,060		1,200	
➤ Public Access Computers	388		388	
SPECIAL NEEDS LIBRARY		2,048		690
➤ Service Desk	378		50	
➤ Office	122		120	
➤ Talking Books Collection	1,498		120	
√ Large-Print Books	(144)†		300	
√ Special Needs Computer Station	(62)†		50	
√ Recording Booth	50		50	
YOUNG ADULT SERVICES		3,316		3,772
➤ Seating and Collection Display Space	1,922		2,922	
➤ Computer Stations	(approx) 1,000		0	
➤ Office	162		150	
➤ Workroom	232		250	
➤ Activity Room	0		450	
TECHNOLOGY COMMONS (Young Adult / Children Shared Services)		0		2,500
➤ Computer Stations for Young Adults/Children	*		2,500	
➤ Printer Stations	*			
CHILDREN'S SERVICES		6,449		6,711
➤ Seating, Collection Shelving, Common Activity Space	4,476		4,976	
➤ Meeting Room	0		399	
➤ Story Room	601		601	
➤ Computer Stations	(approx) 500		0	
➤ Study Rooms (3)	165		165	
➤ Office	138		150	
➤ Workroom	399		250	
➤ Restrooms	170		170	
COMPUTER OPERATIONS		341		1,322
➤ Computer Equipment Room	272		272	
➤ Workroom	(508)†		500	
➤ Systems Administrator's Office	(152)†		150	
➤ Equipment Storage Room	69		400	
TECHNICAL SERVICES (Near Receiving)		1,498		975
➤ Workroom	891		450	
➤ Cataloger's Office	125		125	
➤ Assistant's Office	103		0	
➤ Delivery / Receiving Workroom	333		400	
➤ Storage	46		0	

* Included in Stack Area

† Spaces to be relocated from 2nd Floor (area not included in subtotals for this floor)

FIRST FLOOR	Existing SF	Subtotal EX/SF	Program. SF	Subtotal PROG/SF
"FRIENDS OF THE LIBRARY"		427		1,350
➤ Workroom			250	
➤ Book Storage Area	427		900	
➤ Office	(232)†		200	
STAFF AREA		903		903
➤ Staff Lounge	406		508	
✓ Kitchen	102			
✓ Restrooms	182		182	
✓ Lockers	213		213	
BUILDING SERVICES		4,966		(est.) 6,352
➤ Central Stair	186		186	
➤ Exit Stairs	345		345	
➤ Public Elevator	51		51	
✓ Elevator Equipment	71		71	
➤ Staff / Service Elevator	67		67	
✓ Elevator Equipment	50		50	
➤ Custodial Closet	72		72	
✓ Workroom	0		175	
➤ Public Restrooms	335		335	
➤ Mechanical / Electrical	996		1,496	
➤ Sprinkler Room	83		83	
➤ Public Passage	1,963		(est) 3,000	
➤ Staff Passage	676		(est) 350	
➤ A/V / Satellite Equipment	71		71	
EXISTING 1ST FLOOR SPACES TO BE RELOCATED TO 2ND FLOOR		1,033		0
➤ Bookmobile / Outreach	687		0	
✓ Collections Dev. Office	116		0	
➤ Hispanic Collection	230		0	
TOTAL NET - 1ST FLOOR		29,967		41,884
BUILDING STRUCTURE	3,381	3,381	(est) 4,750	(est) 4,750
TOTAL GROSS - 1ST FLOOR		33,348		(est) 46,634

TOTAL ADDITIONAL PROGRAMMED AREA / 1ST FLOOR - 13,286 SF

† Spaces to be relocated from 2nd Floor (area not included in subtotals for this floor)

**ATHENS-CLARKE COUNTY LIBRARY
PROGRAM SUMMARY**

BTBB #24-002 / 16 March 2004 (revised 12 April 2004)

SECOND FLOOR	Existing SF	Subtotal EX/SF	Program. SF	Subtotal PROG/SF
GENERAL BOOK COLLECTION		10,645		14,125
➤ Fiction / Non-Fiction Collection	7,896		8,896	
√ Seating	2,517		4,017	
➤ Foreign Language Collection	232			
√ Hispanic Collection	(230)†		962	
➤ Public Access Computers	*		250	
TECHNOLOGY AREA		1,128		1,500
➤ Computer Stations	**		1,500	
➤ Learning Center	1,128		0	
REFERENCE SERVICES		5,667		5,755
➤ Reference Collection	1,198		1,198	
➤ Business Collection	100		100	
➤ Service Desk				
Seating	3,645		3,645	
➤ Reference Librarian's Office	116		120	
➤ Workroom	216		300	
➤ Telephone Services Workroom	156		0	
➤ Study Rooms	236		392	
HERITAGE ROOM		2,780		3,164
➤ Collection / Display / Seating / Service Desk	2,250		2,600	
➤ Vault	164		164	
➤ Workroom (2-persons)	136		250	
➤ Office	230		150	
ADMINISTRATION		2,585		3,012
➤ Reception / Waiting	494		340	
➤ Workroom	113		200	
➤ Board Room	519		519	
➤ Director's Office	250		250	
√ Restroom	51		51	
➤ Administrative Assistant's Office	143		143	
➤ Purchasing Office	119		119	
➤ Grant Writer's Offices	124		124	
➤ Business Manager's Office	198		198	
√ Closet	46		46	
➤ PR / Graphics Office	232		232	

† Spaces to be relocated from 1st Floor (area not included in subtotals for this floor)

* Included in Stack Space

** Included in Seating Space

SECOND FLOOR	Existing SF	Subtotal EX/SF	Program. SF	Subtotal PROG/SF
ADMINISTRATION (CON'T)				
➤ Outreach Offices				
✓ Collection Development Office	(116)†		120	
✓ Branch Coordinator's Office	133		120	
✓ Bookmobile Services (adj. to service elev.)				
• Workroom	(687)†		250	
➤ File Room	163		300	
BUILDING SERVICES		5,180		(est) 5,043
➤ Central Stair	561		561	
➤ Exit Stairs	311		311	
➤ Public Elevator	62		62	
➤ Staff / Service Elevator	73		73	
➤ Custodial Closet	0		50	
➤ Mechanical / Electrical	72		72	
➤ Public Passage	3,184		(est) 3,184	
➤ Staff Passage	487		(est) 200	
➤ General Storage	0		100	
➤ Supply / Roof Access	36		36	
➤ Public Restrooms	288		288	
➤ Staff Restrooms	106		106	
OTHER SPACES TO BE RELOCATED TO THE 1ST FLOOR		1,232		0
➤ Special Needs Computer	62		0	
➤ Friend's Office	232		0	
➤ Systems Admin. Office	152		0	
➤ Computer Operations	508		0	
➤ Store Manager's Office	134		0	
➤ Large Print Books	144		0	
TOTAL NET 2ND FLOOR		29,217		32,599
BUILDING STRUCTURE	2,157	2,157	(est) 2,234	(est) 2,300
TOTAL GROSS - 2ND FLOOR		31,374		(est) 34,899

TOTAL ADDITIONAL PROGRAMMED AREA / 2ND FLOOR - 3,525 SF

TOTAL ADDITIONAL PROGRAMMED AREA / 1ST & 2ND FLOORS - 16,811 SF

† Spaces to be relocated from 1st Floor (area not included in subtotals for this floor)

ATHENS REGIONAL LIBRARY BOARD 2004

Executive Board

Mr. Michael Moak, Chm.
131 Bridlewood Trail
Hull, GA 30646
548-4879(H) 548-3121 x 331(W)
Term Expires: 10/2006
amm9350@bellsouth.net

Dr. William Prokasy, V. Chm.
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Term Expires: 1/2006
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Mr. Howard Shapiro, Tr.
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Term Expires: 4/2006
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Mr. Peter Wyllie
1061 Briar Lakes Rd.
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548-8982(H) 546-0002(Fax)
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cpeterwyllie@starband.net

Regional Board

Appt. by Oconee County
Ms. Linda Smith
1071 Clairmont Place
Watkinsville 30677
769-8122 (H)
Term Expires: 1/2006
lgs@cs.uga.edu

Appt. by Athens-Clarke County
Ms. Fran Lane
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Athens 30606
543-1074(H) 542-0842(W)
Term Expires: 1/2006
fjlane@uga.edu

Ms. Phyllis Luke
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Bogart 30622
369-0806(H) 369-8000(W)
Term Expires: 1/2006
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(revised January 2004)

ATHENS REGIONAL LIBRARY BOARD
COMMITTEES 2004

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Mike Moak, Chairman
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Howard Shapiro, Treasurer
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Diana Hartle
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Chairman and Director are Ex-officio members of all committees and should be notified of all meetings. All meetings shall conform to Open Meetings requirements.

Minutes
Executive Board and Personnel Committee
January 23, 2004

Present: Mrs. Abercrombie, Mrs. Childers, Mrs. DeJoy, Ms. Hawks-Bradley, Mr. Mokler, Mr. Prokasy from the Board; Mr. Berryman, County Attorney; Officer Scott and Officer Basinger; and Ms. Driver and Mrs. Ames from the staff. Mrs. DeJoy called the meeting to order at 4:00.

The Board Committees reviewed the library's policy on problem patrons and disciplinary action. The concern expressed was that there was no particular incident to support a ban; Mr. Berryman noted that there was no paper trail. He also stressed the need to follow the established process and expect strict compliance of all patrons.

Mr. Berryman will research criminal trespass issues. His suggestion was to rescind the ban, to document any and all problems, and to follow the procedure. Mrs. Ames will send a letter that rescinds the ban, outlines expectations, and leaves further action a possibility.

The meeting adjourned at 5:00.

Finance Committee Meeting
February 5, 2004

Meeting of the Finance Committee on Feb. 5 at 4:00 PM in the Board Room
Present: Chairman Corwin Mokler, John Timmons, Annjanette Williams, William Proksay, Kathryn Ames, Mamie Simonds

The Committee met to discuss the budget presentation to the Athens-Clarke County Commission which was scheduled for February 12 at 5PM.

Dr. Prokasy will make the initial presentation. Follow-up information will be provided as follows:

Mr. Timmons: need for book and magazine funding

Ms. Williams: capital needs for building (replacement of reader-printer and security cameras)

Dr. Mokler: salary improvement needs of 3% for all employees, improvement for professional librarians, and increase all part-time employees under \$8 per hour to that figure.

Ms. Ames: general back-up for specific questions from the Commission

There being no further business, the meeting was adjourned at 4:45 PM.

Building and Grounds Committee
March 9, 2004

Present: Anjanette Williams, Chair; Diane Kohl, Cilla Hawks-Bradley, Bill Prokasy, Kathryn Ames, Pam Blake and Jim Edwards

Ms. Williams called the meeting to order at 4:02 to discuss the donation of art from Mr. Edwards. She asked him to explain why he had called the library. Mr. Edwards wants his collection of Alan Campbell paintings to be seen and enjoyed by others and does not want them sold. He had contacted the Georgia Museum of Art and they couldn't guarantee against either of his concerns. He is presently getting the collection appraised and will then decide exactly how many he wants to donate. He has between 15-20 framed watercolors of varying sizes mostly from the 1970's. He would expect to donate some this year and some next year.

Mrs. Ames told Mr. Edward that his donation would certainly meet one of our collection criteria which is to obtain materials of importance and value to our local community. She asked him about his expectations of us should he make the donation. Mr. Edwards indicated he was not looking for acknowledgement of any kind, he just wanted people to be able to enjoy the artwork. He had no opinions on where the work should be placed in the building.

Mr. Edwards was heartily thanked for his intentions and the Committee toured the library to view available space. After finding at least four places in the building(auditorium, Heritage corridor, Special Needs Wall, and to the right of the Circulation desk) the Committee's consensus was that we do have adequate space to house the collection.

The group adjourned at 4:35.

Executive, Building & Grounds and Ad Hoc SPLOST Joint Committee
April 1, 2004

Present: William Prokasy, Diane Kohl, JoEllen Childers, Ann, Dunn, Cilla Hawks-Bradley, Kathryn Ames and Pam Blake. Absent: Anjanette Williams, Judith DeJoy, Corwin Mokler, Cecil Bentley.

In Ms. Williams absence, Mrs. Ames opened the meeting at 4:07. She had prepared several handouts, some from the architectural firm she was authorized to hire to prepare a budget scenario and one from the SPLOST committee. The deadline to submit a SPLOST application request is April 16. This is three days after our April board meeting. The architect will be at that board meeting, but this committee needs to give him some further direction on which path to take prior to the board meeting.

Mrs. Ames outlined 3 options:

1. Renovation of the existing facility – this would include reorganizing existing space, updating/replacing carpeting, paint and some upholstered furniture and replacing worn equipment. This option, renovation only, would not be eligible for any state matching funds.
2. Renovate, and Using Space Needs Assessment, complete an addition to existing facility. (See orange sheet of handout) This option would be eligible for state matching funds.

Neither of these first two options would add additional staff – might add additional operating expenses, but not any staff. This is a very important point for SPLOST requests.

3. Look at building a branch – possibly in Southeast Clarke Park. There was space set aside at one time for this. This too, but would eligible for state funds, but at a lower priority than adding to the headquarters of a regional system. This option would also include adding at least some new staff.

Whatever we do, we have to include books as part of the SPLOST proposal. We anticipate 1% growth in the collection each year which means money for new materials and space to house them(new shelving).

In answer to a question, Mrs. Ames said that Georgia Public Library Services estimates at the present time are \$150/sq. ft. for new construction plus \$25/sq. ft. for furniture.

Mrs. Ames indicated that there will be some wireless access in parts of this building by this fall and that may be the new wave of the future. A new wireless telephone system would need to tie into this renovation too.

After further discussion, Mrs. Kohl moved, with a second from Mr. Prokasy, to recommend a renovation plus addition to the entire board. The motion was unanimously adopted. Mrs. Ames will let the architect know so he can make as accurate an estimate of the dollars needed as possible.

The meeting was adjourned at 4:45.

Program Narrative
Athens-Clarke Regional Library

10 March 2004

FIRST FLOOR

New Entrance – *new building entrance oriented toward the parking lot. The new entrance area shall serve as a central “mall” that provides moveable exhibit and display space, reception and gathering space, access to “public spaces” that are not within the library proper (library store & café area, meeting rooms, etc.), and library information & circulation services*

- Library store / café – relocate and expand space for store display, storage space for inventory, and an office for the manager. The café space will provide a vending area for beverages and snacks, to be monitored from the store
- “The Music Scene” – a space dedicated to the display of music memorabilia focusing on local bands, to include a listening area; locate adjacent to store for tie-in sales
- Meeting spaces:
 - ✓ Existing multi-purpose room – renovate to provide flexible-use meeting facility with loose seating for 100, level floor, conference capabilities, and chair / table storage space
 - ✓ New large multi-purpose meeting room – sloped floor auditorium with seating for 235; platform area of adequate depth to allow for performances, and ancillary space for dressing, storage, etc.
 - ✓ Small multi-purpose meeting room – flexible-use meeting space with loose seating for 30, with conference capabilities
 - ✓ Kitchen – warming space for catering receptions, etc.
 - ✓ Restrooms – new facilities to accommodate expanded meeting room occupant load
- Circulation Services:
 - ✓ Information kiosk – staffed station for providing direction and information (locate adjacent to Browsing)
 - ✓ Service Desk – traditional circulation desk with 2 workstations for persons needing assistance with check-out, library cards, fines, etc.
 - ✓ “Books on Hold” space – shelving adjacent to Service Desk for books on reserve
 - ✓ Checkout kiosks – 5 - self-serve checkout stations (based on RFID system)

- ✓ Workroom – work space for circulation services (book returns, 2 staff workstations, etc.)
 - Book drop – fire-proof space(s) for book returns with drops separated by category
 - Cart “parking” – space for carts (with books to be returned to collection)
 - Office for Circulation manager

Browsing Services – *space for display of new materials, newspaper, periodicals, and audiovisual materials; locate adjacent to building entrance, Circulation, and café*

- Seating and display – seating for 40 persons; expand low shelving space for display of materials; space for copier
- Audiovisual materials display – shelving space for CD’s and DVD’s with stations for personal listening
- Public access computers – 6 look-up stations for patrons’ use; locate near Information kiosk for assistance

Special Needs Library – *space for special needs services and materials; locate close to building entrance*

- Service desk – staffed workstation for patron assistance
- Office for librarian
- Talking books collection – relocated to central facility to serve the State; space for brochures, supplies, and demonstration
- Recording booth – relocate existing
- Large-print books collection – shelving and seating area; relocate from 2nd floor
- Special-needs computer station – relocate from 2nd floor

Young Adult Services – *space for young adult collection, seating, and activities*

- Seating & collection display space – expand space for additional seating space in a flexible arrangement; expand collection display space (primarily paperbacks); locate service desk for monitoring / assisting with YA activities and adjacent to new Technology Commons
 - ✓ Relocation of Gates Computer Center and other computer stations will allow for approx. 1,000 SF of additional space for seating and collection growth
- Office for librarian
- Workroom – storage and supply space + 2 staff workstations; locate near service desk
- Activity room – multi-purpose space for meetings, crafts, etc. with storage for materials

Technology Commons – centrally-located technology area for Young Adult's and Children's computer stations; monitored by YA and Children's service desks

- Computer workstations – expanded space for 50-stations plus 3 to 5 printer stations

Children's Services – space for children's collection, seating, and activities

- Seating, collection shelving, and common activity space – expand space for collection shelving; remove fixed elements that hinder flexibility of open space usage; locate service desk for monitoring / assisting with children's activities and adjacent to new Technology Commons; space stacks for handicap accessibility
 - ✓ Relocation of computer stations plus removal of other fixed elements will allow for approx. 500 SF of additional space for seating and collection growth
- Meeting room – activity / meeting space for Family Place, etc., to include storage for toys and materials
- Story room - existing
- Study rooms – 3 existing spaces
- Office for librarian
- Workroom - storage and supply space + 2 staff workstations; locate near service desk
- Restrooms within Children's space

Computer Operations – space for equipment repair, software storage, etc.; locate adjacent to existing computer equipment room

- Computer equipment room – existing
- Workroom – 3 workstations plus general work area for repairs
- Systems Administrator's office
- Equipment storage room – general computer equipment storage

Technology Services – space to receive and sort materials, packages, mail, etc. for delivery to departments within the building / branches, for limited cataloging, and for book repairs / re-binding; locate adjacent to service entrance

- Work room – work space for 3 – part-time persons with space for materials sorting
- Cataloger's office
- Delivery / receiving workroom – workstation for part-time acquisitions clerk with space for receipt of materials, packages, mail, etc.

"Friends of the Library" – *space for receiving, sorting, and storing materials for annual Old Book Sale; locate near Technical Services*

- Workroom – space for receiving and sorting books
- Book storage area
- Office

Staff Area – *staff break area with restrooms and locker space*

SECOND FLOOR

General Book Collection – *stacks for fiction / non-fiction / foreign language books and lounge seating space*

- Fiction / Non-fiction collection – expand stack space for additional collections; space stacks for handicap accessibility; additional space will be gained by relocation large print books to Browsing
 - ✓ Seating – loose lounge seating and tables; additional space will be gained by removing the service desk that is not in-use
- Foreign Language collection – expand space to include increased Hispanic collection (relocated from 1st floor) with seating space adjacent
- Public Access Computers – 10 look-up stations

Technology Area – *centrally-located computer workstations between GBC and Reference; locate near Reference service desk*

- Computer stations - 30 computer workstations and 4 printer stations
- Learning Center – existing use to be eliminated and space reconfigured by removing existing walls to create an open Technology area

Reference Services – *space for reference / business collections and seating*

- Reference collection shelving
- Business collection shelving
- Service desk – relocate for visual control of Reference / GBC and adjacent to Technology area;
- Seating – tables and chairs; 20 computer workstations to remain in this area
- Reference librarian's office – locate for accessibility to Reference area
- Workroom – 3 workstations
- Telephone services work room – convert to study room
- Study rooms – 5 existing spaces

Heritage Room – *space for special collections, equipment, and study areas*

- Collection / display, seating, service desk – expand space for additional collections and seating
- Vault – existing
- Workroom – expand space to allow for additional work space with 2 workstations
- Office

Administration – *space for all Administrative offices and functions*

- Reception / waiting – 1 workstation and small waiting area
- Work room – expand space for copier, office supplies, postal equipment, etc.
- Board Room – existing
- Director's office – existing
- Administrative Assistant's office – existing
- Purchasing office – existing
- Grant Writer's office – existing
- Business manager's office – existing
- PR / Graphics office – existing
- Outreach offices
 - ✓ Collections Development office – relocate from 1st floor
 - ✓ Branch Coordinator's office
 - ✓ Bookmobile services – collection to be integrated into general collection
 - Workroom – 2 workstations with space for materials received and materials to be delivered
- File room – expand file space with additional compact shelving (verify floor loads)

Summary of Feasibility Study for

ATHENS-CLARKE REGIONAL LIBRARY

12 April 2004

- Original building construction – 1991
 - Roof life cycle – 20 years
 - HVAC – 15 years
 - Carpet – 10 years
 - Paint – 6 years
- Space Needs Assessment / December 2003
- Feasibility Study / 2004
 - Phase I – Record existing conditions / survey FFE
 - Phase II – Review Space Needs Assessment / Recap programmatic data
 - Program Narrative / 10 March 2004
 - Program Summary / 12 April 2004 rev.
- Conceptual Plan
 - Key Points
 - Increase parking (approx. 40 spaces)
 - Orient building entrance to the street and to parking
 - Enlarge Lobby for display, reception, gathering space
 - “Public” spaces include Library Store, Café, “Music Room”, and expanded meeting facilities
 - Modify circulation services to provide convenient book drop, visual control of entrance, basic information to patrons, assistance to Browsing area, and self-serve check-out
 - Increase seating and display for Browsing services
 - Centralize Special Needs Library services, located near entrance
 - Improve access to Children’s and Young Adults areas with centrally-located Technology area; relocate service desks to provide better visual control without increased staffing; allow additional stack / seating by relocating computers
 - Locate Computer Operations with Computer Room
 - Improve area for receiving, sorting, and delivery of materials, packages, mail, etc.

- Provide adequate facilities for Friends of the Library
- Increase space for General Book Collection (1000 SF / 10,000-15,000 volumes)
- Centrally-located Technology area for adult computers
- Relocate Reference service desk and work room to provide visual control without increased staffing
- Enlarge Heritage Room and provide adequate staff work spaces
- Provide additional work room and file space for Administrative Services

Other benefits include:

- Removal of walls to provide more openness to 1st floor
- Improved utilization of space with less public and staff corridors
- Resolve accessibility issues
- Remediate acoustic issue at central stair by modifying the use of the 1st floor space

**BRITTAIN
THOMPSON
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INC.

**ARCHITECTS
PLANNERS**

**ATHENS-CLARKE COUNTY LIBRARY
ADDITION AND RENOVATION BUDGET
BTBB #24-002 / 12 April 2004**

New Construction

A. New Building Addition

√ First Floor 13,500 SF
√ Second Floor 3,500 SF

Total Net Area 17,000 SF

Estimated Cost: 17,000 x \$150 / SF \$ 2,550,000
Contingency (approx. 10%) 255,000

Total New Construction \$ 2,805,000

Furniture, Fixtures, and Equipment: 17,000 x \$30 / SF \$ 510,000
Contingency (approx. 10%) 51,000

Total FFE \$ 561,000

Total New Construction and FFE \$3,366,000

Interior Renovation

A. Space Modifications:

√ First Floor 15,000 SF
√ Second Floor 5,000 SF

Total Net Area 20,000 SF

Estimated Cost: 20,000 x \$50 / SF \$ 1,000,000

B. Interior Finishes:

√ First Floor 13,710 SF
√ Second Floor 23,967 SF

Total Net Area 37,677 SF*

Estimated Cost: 37,677 x \$12 / SF \$ 452,124

**Net Area / not including mechanical rooms, rear exit stair, sprinkler room*

C. HVAC Modifications

\$ 850,000

Sub-total \$ 2,302,124
Contingency (approx. 10%) \$ 230,212

Total Modifications / Interior Finishes / HVAC Modification \$ 2,532,336

D. Furniture, Fixtures, and Equipment	\$ 850,000	
Contingency (approx. 10%)	<u>85,000</u>	
Total FFE		\$ <u>935,000</u>
Total Interior Renovation		\$3,467,336

Sitework

Modifications to Existing Parking	\$ 150,000	
Contingency (approx. 10%)	<u>15,000</u>	
Total Sitework		\$ <u>165,000</u>

TOTAL ESTIMATED PROJECT COST

• New Construction / FFE	\$3,366,000	
• Interior Renovation / FFE	\$3,467,336	
• Sitework	<u>\$ 165,000</u>	
		\$6,998,336

Note: The estimated costs are deemed accurate within a range of 15% +/- . The renovation costs are based on the assumption that there are no environmental issues that require remediation or abatement. An environmental survey has not been performed within the scope of this study. Estimates are based on current costs and will need to be escalated forward to the projected time of construction.

Readers Exchange

Notes on Becoming a Passport Acceptance Facility

John Milton Hendricks

**Public Library of Cincinnati and Hamilton County
Cincinnati, Ohio**

This article is based on a brief presentation delivered at the fall 2003 meeting of Ohio GODORT at Wright State University in Dayton. The Public Library of Cincinnati and Hamilton County (PLCH), thanks to the initiative of its Public Documents and Patents Department (PDs), decided in 2002 to become a passport acceptance facility. Highlighted here are our experiences and success with the service, but of more relevance to you is deciding whether your library might want to offer the service itself.

Why do it?

PLCH unveiled its passport service in January 2003, and by the end of October had processed 644 applications. Each new application handled by an acceptance agent demands, by law, a \$30 agent fee separate from the standard \$55 (\$40 if applicant under sixteen) passport application fee sent to the Department of State (DOS). Thus, the library earned \$19,320 in ten months.

While this revenue clearly is the incentive for taking on an additional task, more subtle but equally important are the related benefits. With evening and weekend hours, and perhaps a more accommodating staff (many patrons noted how happy they were to bypass the post office!), PLCH better serves the public and business community. In turn, the service has lured non- or untraditional users to the library and into a Federal depository to

boot—every application becomes an opportunity to expose the patron to our services and the world of government information.

Should you do it?

Ask yourself and your institution these questions before you commit. "How do you do it?" will be outlined further below in case you're still curious.

Do you have adequate full-time staff?

Only permanent full-time staff directly employed by the institution may serve as acceptance agents. In PDs, which fully handles the service, we currently have 7 acceptance agents, and that makes a difference. If we average 20 minutes of one-on-one service time per application, our workload might look like this:

- April (peak): 94 applications processed
= 30 hours staff time
- July (valley): 32 applications processed
= 10 hours staff time

You one-person depositories will be laughing at this point, but consider the following. You can offer the service on an appointment-only basis (as we do on nights and weekends), and could centralize the service in your circulation or reference department so that full-time staff from throughout the system

could participate. Or think of it this way: you'd be making \$90 an hour.

How would your service be different from or better than the traditional routes?

If you're no more convenient (nor pleasant!) in terms of location, hours, staffing, and speed of service than your local post office, then this might not be a service worth providing. But as one college librarian noted, you may have untapped customers right under your nose, e.g., students studying abroad, the children of local immigrants, or traveling businesspeople whose offices are only footsteps away.

Can your organization handle a degree of responsibility re:

1) *Daily mailings?* You should mail applications to the passport agency within a day of receiving them from the patrons, and ideally *not* by means of any convoluted institutional procedure.

2) *Securing of materials?* As you would be taking the official citizenship evidence from the patrons, you will need to be sure of the documents' protection, especially if you hold them overnight before mailing.

3) *I.D. judgment and application inspection?* Your key function as an agent is deciding that the person before you is the person *pictured* on the official identification presented, so this sort of assessment is something that you must be comfortable with. Your other primary tasks are to review the application in front of the patron, making sure that it has been adequately completed; cross-checking that information with the ID and citizenship evidence supplied; and verifying that the evidence is, at least, not a photocopy (the DOS will analyze it after that).

4) *Accepting payment?* Some public institutions may feel awkward about the

"profit-making" aspect of the passport service. But don't forget that the \$30 is legally mandated to be paid to any and all acceptance facilities, including the post office. And to be sure, many patrons would rather that your library got the dough.

5) *Basic record-keeping?* (Please—we're librarians.)

How do you do it?

1) After meeting with colleagues and administrators at your library to see if applying for acceptance facility status is a viable possibility, have your director fax a letter expressing your **interest** to:

Chrystal Watkins
Passport Services
CA/PPT/FO/CS
2100 Pennsylvania Avenue NW 3rd Floor
Washington, DC 20037
(202) 663-3977

Upon approval, you will be assigned a regional customer service manager—your direct contact for all the questions you'll have as you launch the service. All designated staff will sign papers attesting to their qualifications, and the DOS must in future be made aware of any changes in staff status or involvement.

2) You will be notified of one-day **training** seminars scheduled regularly in your region. Not all of our staff could attend due to timing and distance and, though useful, the seminar I attended was less of an orientation than a Q&A for seasoned agents. So we relied on our own in-house training, based entirely on the *Passport Agent's Reference Guide* (PARG) now issued on CD-ROM to every facility. The PARG is an exhaustive step-by-step explanation of how to review an application (not to mention the patron), with every what-if scenario accounted for in detail.

We required all of our agents to read the PARG, answer quizzes we devised, and role-play in numerous situations. While the majority of our patrons supply the standard, simple documentation, we still consult the PARG when we're pitched a curve ball.

3) You should consider establishing a **space**, however small, for accepting applications; we have an extra office desk in our department where we can sit with the patrons and store materials. If you can only serve an applicant over a public desk, you should still make room for the following:

- DOS forms (various and supplied in bulk by the Passport Office)
- the PARG
- your library seal and date stamp
- mailers
- black pens (for you) and crayons (for the kids!)

Somewhere you will also have to store a year's worth (approx. one large binder) of copies of the daily transmittal lists you submit with each mailing—your **records** of whom you served and when. Our library took the extra precaution of creating a checklist we fill out for every patron, documenting the interaction, what ID we reviewed, and what citizenship evidence we submitted to the DOS, in the rare event that a problem arises later.

4) You should determine how you'll process the \$30 **payments** from the patrons; we have our patrons submit cash or check to our circulation desk before signing the application. In addition, you should streamline as much as possible your institution's **mailing** procedures—you really can't have the "expedite" (rush) applications snoozing in the mail room.

5) And finally—tell it to the world! To aid **public awareness**, PLCH had the means to create:

- a web page added to our library site (<http://passports.cincinnati.library.org/>)
- a brochure and in-house signage
- a separate phone number (513-369-6976) with informative message options
- an email address (passports@cincinnati.library.org) for questions and appointments

In publicizing our new service, we not only used our standard press outlets, but contacted sources of likely customers (passport photographers, study-abroad offices, large international businesses) and even our "competitors," who have been glad to tell patrons that they have another option.

How are we doing?

In conclusion, I am happy to report that the service has been running very smoothly. While training ourselves and publicizing the service initially took some time, the acceptance of applications has become an almost invisible part of PDs' routine. We've had an extremely low problem rate, with fewer than 10 follow-ups out of 644 applications. The support we receive from our customer service manager is always courteous and reliable. Our administration is happy about the revenue and, even better, our patrons tell us that they're happy too.

Please feel free to contact the author's agency if you have any questions or comments.

John Milton Hendricks, Documents Librarian
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Public Library of Cincinnati and Hamilton County
800 Vine Street
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(513) 369-6971
pdpat@cincinnati.library.org

2004 Book Sale Wrap-up

The 2004 Friends of the Library Book sale took place from March 16 -20. The Friends along with volunteers from Clarke Central High School and a local men's softball team transported and arranged tens of thousands of books in preparation for the opening sale day.

This year's sale was marked by a plumbing-related flood the day before the sale opened which covered the sale floor with hundreds of gallons of water, damaging several hundred books. In spite of this unexpected challenge, the floor was dry on opening day and the event was very successful, with total sales of \$15,562.50. .



We were finally able to begin collection efforts with Unique Management Services on March 8, 2004. In the first month, the rate of success has been exceptional. A total of 943 patrons with accounts going back to September 2001 and owing more than \$35.00 were turned over to Unique. As of April 8, 2004, ninety patrons had responded in total or in part. We have received over \$4700 in cash and over \$2300 in materials.

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Headquarters: Athens-Clarke County Library



Athens-Clarke

COUNTY LIBRARY

Endowment Fund, Inc.

Progress Report

April 13, 2004

Financial Status

- ◆ The Endowment Fund's current total is \$566,458.28

Direct Mail Campaign and Special Event Ideas

- ◆ Todd Emily, President of the Athens-Clarke County Library Endowment Fund, Inc., is planning to develop a new campaign which will incorporate direct mail solicitation, special events, and personal visits to select prospects in order to raise money for the library. If you are interested in helping with this campaign or have ideas for special events that could draw attention and/or donations, please contact Stacey O. Ferrelle at 613-3650, ext. 336.

Director's Report

April 2004

Susan Roberts of the Georgia Office of Public Library Service will present a Board Workshop for all trustees in the region on Weds. May 12 from 4-6:30 in the library auditorium. This will be a good time to ask questions about the nuts and bolts of trusteeship, the differences between local boards and the regional board, legal basis for public libraries, and any questions you would like to ask. We will offer light refreshments and hope that all trustees throughout the region will attend.

This has been a busy quarter with budget preparations, legislative action and meetings.

- After months of discussion, Friends of Georgia Libraries has been launched. The focus of this group is to provide support for statewide legislative issues and to advocate for improved library funding. I'm serving as the Treasurer for this first year and checks may be made to FOGL c/o ACCL. I'll hope to provide forms at the meeting.
- I have been invited to participate in the "Creating Policy for Results" Seminar to be held later in April in Scottsdale, Arizona, and sponsored by the Public Library Association. PLA will provide a weeklong training program on this topic for 20 librarians selected from across the nation. This is the fifth training program in the Results series and I've been fortunate to have been selected for all five. In return, I'll be expected to present a program at GLA on this topic. In addition, I'm hopeful that we'll be able to make needed changes in our policies where actual practice and policies conflict.
- I will be moderating a panel discussion on services to a diverse community in early May for the Southeastern Library Information Network. This presentation is based on services to the Latino community and will include remarks by Susan Stewart, Director of the Hall County Library, Sister Margarita Martin of the Oasis here in Athens, and Gail Firestone, Assistant Director for Youth Services at ARLS. As the lead organizer, I will also have a paper published by SOLINET in the "Proceedings."
- I moderated a panel discussion at the joint meeting of the Academic and Public Library Directors on March 25 in Columbus entitled "Programming outside the book". My topic of discussion was the outreach services to Latinos in the area. Others participating in this discussion include the Director of the Columbus State College Library, the Columbus (GA) building consultant, and the Bainbridge Director talking about fundraising.
- We filed the e-rate applications and have received the first checks for the most disadvantaged communities' telephone service. We expect to receive more checks if the discount was not directly applied to the phone bill. We also have an

application on file with the office to install computer technology upgrades in some facilities—they must meet the federal poverty guidelines to be eligible and this is based on the number of subsidized lunches served by the school districts in each county. At this time, Oconee County's percentage is too low to be eligible.

- I also made a presentation Wednesday morning to the Golden Kiwanis Club where Jim Heyl serves as president. There were many good questions and it was a good morning! I am always available to speak to a group if my schedule allows. Next month, I'll be talking with the Athens Council on Aging. And I'm always glad to fill in when someone has to cancel at the last minute.

Legislative Day went as well as could be expected. The morning briefing honored Dr. Louise McBee among others and we were invited to develop a display featuring our services at the Capitol. Following the briefing, we moved to the House and Senate and discussed issues—particularly PINES and the need for increased materials funding—with each of our legislators. A box lunch was served and this gave us one further opportunity to meet with the legislative delegation on an informal basis. Special thanks to Bill Prokasy, Mike and Linda Moak, Logan Mathis, Wally Eberhard, Stacey Ferrelle, and Clare Auwarter for attending and helping with exhibits, contacts, and enthusiasm. The planners for next year hope to start ½ an hour later and follow the same general plan.

During February, members of the library staff and the Lyndon House Arts Center met with the Consul General of Mexico and the Mexicans Abroad coordinator to discuss our ideas for a joint grant proposal. The federal Institute of Museum and Library Services offers a grant for \$250,000 for 3 years for cooperative projects. After meeting with the Consul, we have decided to apply for traveling exhibits of Mexican art, funding for a basic literacy program, and a coordinator to work with both partners. Since the early discussions, we have built a strong group of partners including international groups at UGA, Catholic Social Services, the Clarke County School District, and a myriad of others. These partners will provide invaluable support to the visibility of the library in the community and for our programs.

Four librarians attended the Public Library Association meetings held in Seattle in February. We took a bus to Vancouver to visit the new 7-story central library there. One of the highlights of this trip (at our own expense) was the facility -- the county had used the main entrance of the library to establish a series of small boutiques that included fast food, smoothies, post office, copy center, used book store, and a day care center. Clare Auwarter and Judy Atwood led a talk table about programming; Gail Firestone participated in a workshop on brain development sponsored by the Family Place program; and I was chair (planning the presentation) of a seminar on building which was filled to overflowing.

Mark your calendar now to attend GLA in Athens in October 13-15. If you have any interest in developing a program, the forms are online and are due by May 31. The organization would love to have a trustee oriented program!

Other News:

I learned at the statewide Director's Meeting that the regional system will have \$5453.08 restored to our budget and an additional \$1278.26 restored to the Talking Book Center budget. I propose distributing these funds based on a per capita allowance to each county for the purchase of materials, supplies and equipment. The break-down, if the board approves, would be the following:

Clarke	95629 population	2.80 cents	= \$2678
Franklin	23193		= 649
Madison	28956		= 811
Oconee	31830		= 891
Oglethorpe	14852		= 416
Balance:			\$8.08

While not a tremendous amount, every little bit helps! I am asking our branch managers to begin thinking about specific types of materials needed. This money could be used for any other identified regional need; however, it seems that materials or the lack of them is a real problem for the region.

We will receive a grant of \$550 per facility for summer reading programs. These funds can be used for programming events and to purchase specific materials to support summer reading. In most cases, we had anticipated a shortfall of funds for the Summer Reading Program and had asked if Friends around the region would be willing to support the programs. Judy Atwood will have a recommendation from our youth services consultants in regard to the allocation of funds.

The New Directions plan developed by the GPLS (state library) requires us to surrender one professional, state-paid librarian position. After making several pleas for the program to be changed, it is obvious that this is a "done" deal and that we will indeed lose a position. I will need to let GPLS know which position will be surrendered following our April meeting. In return, the state proposes to provide each regional system with \$55,000 to be used in lieu of the position. I will be "surrendering" the position of our technology librarian, Sue Plaksin and will shift funds to pay her from the local budget (she will NOT be terminated). The FY05 budget cannot be finalized until the State legislature comes to an agreement about funding. In that proposal, I will suggest that we use the \$55,000 to fund one technology assistant and a portion of the Business Office's cost. During our "forced choice" exercise in October, 2003, the Board identified technology as the key need for the region. The final budget will be presented in July, but I wanted to let everyone know about the situation.

As our grants stand right now, for FY05, we will be receiving grants totaling \$141,990.65. This includes a base of \$21,000 plus a per capita total of \$36,829.65 for a total of \$57,829.65. Last year's M&O grant was \$85,867 before the reductions; Materials will be a total of \$74,661 which is slightly more than the current year because of population growth; travel was \$3000 for the present year and will decrease to \$2000 next year. I am doing everything I can to reduce costs across the region.

By September 30; we will receive new computers. The Gates Foundation grant will be matched by federal funds and each library will receive an as yet unspecified number of new computers.

During the past quarter, we sponsored the annual Stitching Stars Storytelling Festival which was held at the Athens Library and at Lucy Cobb. Outstanding storytellers offered entertainment during 3 different sessions. Proceeds from this festival go to the Athens Library Endowment. The final accounting has not yet been completed, but it's expected that the event netted several thousand dollars.

The annual Friends Book Sale also took place during the past quarter in Athens. The good news is that they sold over \$15,000 in the first two days and after deducting expenses will have netted slightly over that amount. I've already submitted a wish list for their consideration; most of our requests were for different types of library materials.

Planning for the annual Summer Reading Program began in February when many of our children's and branch staff attended a meeting in Perry. Following that, our staff participated in the Northeast Quadrant meeting to garner new ideas for implementing the theme for the summer. Your branch managers and the children's staff have been very busy working on decorations and programming for this special period of time. We see penguins peeking out of desks! First American has again decided to provide special prizes for participants in the program. For each book a child reads, he or she will receive an entry form to place in a drawing. Every child will have an opportunity to win a computer at the end of the summer! In Franklin County, discussion has ensued with a local bank that serves both Lavonia and Royston.

Finally, some really good news! The Special Needs Library of Northeast Georgia will not be subject to a reduction in funds. In fact, we will receive a small increase for FY2005. I will be meeting with the staff next week to discuss the best way to continue to build support of this service. The plan to centralize the collection continues to move ahead. However, funding will be focused on building new users for the service. Staff will be making more personal contacts within the 21 county area to let people know about the service and to encourage people to try it out!

Georgia Governor Sonny Perdue has declared Tuesday, April 20, 2004 as the first Library Workers Day in Georgia. The Georgia Council of Public Libraries approached Governor Perdue, under the sponsorship of Rep. Stacey Reece of Gainesville, with issuing a proclamation in honor of the thousands of library employees in all types of libraries across the State. This will be a part of the weeklong celebration of National Library Week, April 18-24. I hope everyone will take a moment to thank all of our library system workers.

What more can I tell you? There are many things happening across the region that should make every trustee proud! Every library is busy helping the users find and analyze information, provide special reading materials for group and individual projects, and offer special events. It will be a lovely spring!

An Invitation

To become a charter member of

Friends of Georgia Libraries

Our Mission:

to create an informed statewide voice for Georgia's libraries through a grassroots network of citizens who communicate the value of libraries as essential community services;

to strengthen the ability of local Friends organizations to support their libraries.

As a member you will:

- be part of a statewide organization whose mission is the support of libraries.
- receive important library-related information via newsletters.
- become a better advocate for libraries at all levels of government.
- stay up-to-date on state and national issues affecting your library.
- join with others to speak up for Georgia's libraries.
- help strengthen your local Friends group.
- influence decision makers to support libraries.
- participate in workshops and other information sharing events.
- meet and swap information with members of other Friends groups.

Yes, I want to be a charter member of Friends of Georgia Libraries.

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (home) _____ (work) _____ (cell) _____

E-mail: _____

(example: name@yahoo.com)

Annual Membership: \$10.00

Additional Gift: _____

Total: _____

Make check payable to:

FOGL/ACCFOL
C/O Athens Regional Library
2025 Baxter St.
Athens, GA 30606

Friends of Georgia Libraries, Inc. keeps all personal information private and does not share members' phone numbers, mailing addresses or e-mail addresses with third parties.



BY THE GOVERNOR OF THE STATE OF GEORGIA

A PROCLAMATION LIBRARY WORKERS DAY

WHEREAS: Libraries improve the quality of life for all Georgians by providing information and by encouraging reading, literacy and education. Public, academic, school, governmental, and specialized libraries in Georgia provide excellent and invaluable service to library users regardless of age, ethnicity, or socioeconomic background; and

WHEREAS: Libraries provide citizens with the knowledge and information they need to live, learn and work in the 21st Century; and

WHEREAS: Librarians and library support staff provide knowledgeable support in person and online, as well as personal service and expert assistance in finding what is needed when it is needed; and

WHEREAS: It is important to recognize the unique contributions of all library workers and the value to individuals and society of those contributions; now

THEREFORE: I, SONNY PERDUE, Governor of the State of Georgia, do hereby proclaim April 20, 2004, as Library Workers Day in Georgia.

In witness thereof, I have hereunto set my hand and caused the Seal of the Executive Department to be affixed this seventh day of April in the year of our Lord two thousand four.



Sonny Perdue
GOVERNOR

ATTEST

John K. Felt
CHIEF OF STAFF

Athens-Clarke

*PINES system down 18 hours

[illegible]

*Prior to Nov, 2002, In-house numbers were included in Athens Circulation.

[illegible]

July	802	671	784	961	877	1,174	1,295	1,616
August	609	394	541	773	857	909	1,026	1,103
September	501	394	414	660	577	2,543	1,006	1,216
October	386	552	432	681	578	738	990	990
November	440	523	376	629	697	723	1,097	874
December	296	291	355	497	487	479	618	1,137
January	475	421	308	579	970	598	760	922
February	426	372	367	507	912	818	771	743
March	542	381	495	641	929	818	927	1,096
April	727	481	429	370	613	676	706	
May	512	420	442	512	753	1,139	1265	
June	555	656	823	709	925	1,544	1018	
TOTALS	6,271	5,556	5,766	7,519	9,175	12,159	11,479	
In-house Use							11,596	

Bookmobile

	FY 1997	FY 1998	FY 1999	FY 2000	FY 2001	FY 2002	FY 2003	FY2004
July	2,307	1,579	742	1,668	1,684	1,905	3,391	397
August	2,148	1,099	826	1,346	1,558	581	1,078	262
September	3,024	902	1,206	1,206	1,449	13	1,765	286
October	2,360	1,387	1,270	921	1,547	829	2,126	2,174
November	2,490	1,155	1,640	1,717	832	1,487	1,530	219
December	2,166	1,311	1,057	1,083	715	1,162	1,826	195
January	1,947	1,085	1,704	1,276	1,119	2,256	2,243	131
February	1,477	976	1,380	876	66	2,576	1,589	1,820
March	1,921	1,363	2,042	1,074	1,747	1,335	950	1,858
April	2,046	1,382	1,220	1,234	1,282	1,456	1,826	
May	1,230	580	942	757	935	1,075	1,558	
June	1,733	776	1,871	2,457	1,589	559	194	
TOTALS	24,849	13,595	15,900	15,615	14,523	15,234	20,076	

East Athens Resource Center**FY2003 FY2004**

July		133
August		80
September		234
October	33	917
November	9	426
December	193	585
January	158	635
February	227	538
March	148	533
April	129	
May	111	
June	52	
TOTALS	1,060	
In-House Use	539	

Lay Park Resource Center**FY2003 FY2004**

July		137
August		73
September		382
October	4	381
November	49	385
December	238	423
January	167	373
February	112	124
March	160	177
April	127	
May	118	
June	44	
TOTALS	1,019	
In-House Use	999	



March 2
57°
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Black History icons

By **Kimberly E. Mock**

kim.mock@onlineathens.com

When you say "Black History Month," names like Malcolm X, Rosa Parks and Jesse Jackson almost immediately come to mind.

As our history books indicate, their actions great and small have helped change the landscape and ideas of America.

They challenged our ideals about race and individual rights, and their individual struggles to help further equality in our nation has been well-documented.

Since Carter G. Woodson ushered in the idea for a national Black History week in 1926, February has been a time for the nation to reflect on Black Americans who have made a difference.

Black History encompasses much more than famous authors and civil rights leaders; it includes school teachers, civic leaders, artists and church leaders, ordinary and extraordinary citizens that through their everyday lives impact the nation.

In honor of Black History month, we asked public figures, community leaders and

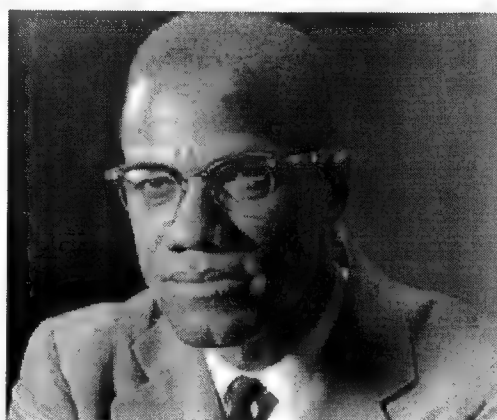


■ Nobel Prize-winning author Toni Morrison in 1994
AP ■

area citizens to share who they deem as icons in Black History.

Some passed on the opportunity; others obliged.

Following are examples of cultural and community leaders in Black History who have impacted us all, including myself, in our individual lives and as a society.



■ Black Muslim leader Malcolm X in 1964

Eddie Adams/AP ■

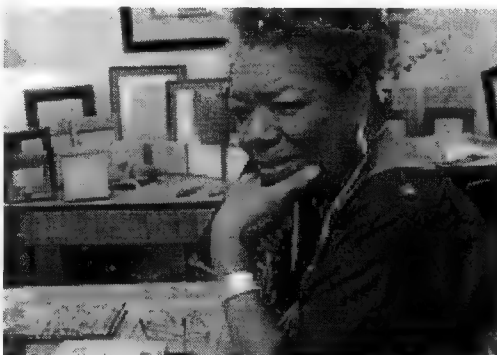
Kate Gainer

In spring 2000, I met Kate Gainer while working at Hands On Atlanta. Kate was my first exposure to cerebral palsy and individuals in wheelchairs.

I quickly overcame my discomfort, and before I knew it, I was working to engage persons with disabilities in service projects.

Kate opened my eyes to the mobility we take for granted, and because of her, and many other amazing everyday people, I have become more aware of the barriers in my surroundings.

Kate helped me overcome my personal barriers while making me more aware of the barriers that still need to be broken.



■ Author Maya Angelou in 2002

Richard Drew/AP ■

- Art Ordoqui,
executive director,
AIDS Coalition of Northeast Georgia

Maya Angelou, Langston Hughes and others

Growing up in Hannibal, Mo., in a family with five children and no television (my father thought it was anti-intellectual), it will come as no surprise my heroes are authors who portrayed a world with which I'd had little experience.

The books having the earliest impressions on me were biographies of Phyllis Wheatley, Sojourner Truth and Frederick Douglass. Later, I gravitated to the poetry of Langston Hughes and Arna Bontemps.

Probably the two books that had the most profound effect were "Native Son" written by Richard Wright and "Manchild in the Promised Land" by Claude Brown.

I remain a huge fan

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of biographies, poetry and the works of Maya Angelou, Nikki Giovanni, Paul Laurence Dunbar and our own Michael Thurmond.

These authors portray the cultural issues of their times, illustrate the courage needed to meet challenges and offer insight into life-changing events.

- Kathryn Ames,
director of the Athens-Clarke County Library



■ NY author Ralph Ellison in 1966
AP■

Judge Patricia Barron

Patricia Barron graduated summa cum laude from Mercer University at Macon with a degree in political science before earning a juris doctorate from Georgetown University Law Center.

She has served as staff, supervising and managing attorney in Americus, Douglasville, Athens/Gainesville.

Additionally, she was chief counsel and director of the family violence clinic and is an adjunct professor at the University of Georgia Law School.

She is a member of the Western Judicial Circuit and State Bar Association and Greater Bethel AME Church. Currently, she is Chief Magistrate Judge, Athens-Clarke County.

The honorable Judge Patricia Barron is unquestionably an icon for all Americans.

- John and Katheryn Davis



■ Langston Hughes, poet, novelist, and playwright, in 1961
AP■

Jean-Michel Basquiat

I wasn't old enough to know who Jean-Michel Basquiat was during the height of his career.

As a child in the 1980s, I was much more concerned with my collection of toys and books than with a New York artist's obscure paintings.

But some 10 years after his death, I came around, seeing my first Basquiat piece in a high school art class.

I remember thinking his work was unlike anything I ever had seen or experienced; the brilliance of Picasso with an edgy street element.

Some of my classmates turned up their noses at the piece, which featured a male head overrun by chaos, differing dimensions and scrawled lines.

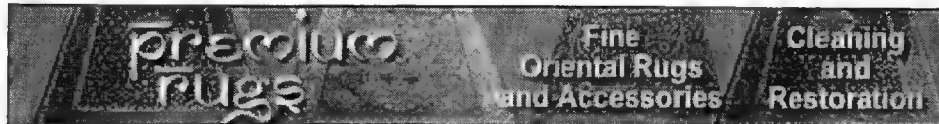
To me, it was a powerful representation of the chaos of life.
In my eyes, his work illustrated how each person is
comprised of many things and many identities.
And I loved it.
- K. Mock, *Living writer, Athens Banner-Herald*

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Next SPLOST proposal should include funds for library collections

Evidence of the state budget crisis can be seen in the empty shelves at the Athens-Clarke County Library. With deep cuts in state funds and sales tax money, the library has but a fraction of its previous budget for updating and replenishing its collections.

Subscriptions to more than 150 magazines were axed recently. Scores of new books, videos and audio tapes remain unordered.

Over the past three years, state funding for library acquisitions has dropped more than 41 percent - from 60 cents per capita to 35 cents, according to a March 23 report by this newspaper. In addition to the loss of state funds, local sales tax money earmarked for the library collection through 2005 evaporated when tax collections fell below expected levels. All told, the library has \$30,000 this year to buy books, magazines and audio visual compositions - a fraction of the \$150,000 a year previously available.

The funding squeeze can be expected to hinder the library's ability to serve its clients. With the library forced to be especially choosy about how it spends its small pot of money, users may find the collection lacking in the depth or breadth it had before. There may be fewer copies of popular title, and some works outside the mainstream may not find their way to the library's shelves at all.

A vital community resource, libraries accomplish an awful lot for a relatively small expense. They enrich people's lives, bring information to the masses and give users access to a wealth of ideas, creativity and individuals from throughout history and around the world.

Despite their cost effectiveness, libraries cannot be expected to continue fulfilling their mission on ever-shrinking budgets. To adequately serve the community, libraries must be able to keep collections current, diverse and in working order.

It's safe to assume it will be at least a year - probably longer - before state funding for libraries returns to previous levels.

When the money finally is restored, it won't make up for the years of budget cuts. For the library to compensate for lost time and money and limit the long-term damage on its collection, it needs to have more money set aside for acquisitions in the next sales tax referendum.

In the upcoming months, citizens and county leaders will compile a list of items to be funded if voters choose to extend the special-purpose, local-option sales tax for another five years and generate an estimated \$95 million. We urge the SPLOST advisory committee to consider ways to reverse the financial strain our library has endured in recent years.

The Athens-Clarke County Library must be given the resources to meet its clients' information and entertainment needs. If it doesn't, the shelves won't be the only things empty.

Published in the Athens Banner-Herald on Wednesday, March 24, 2004.

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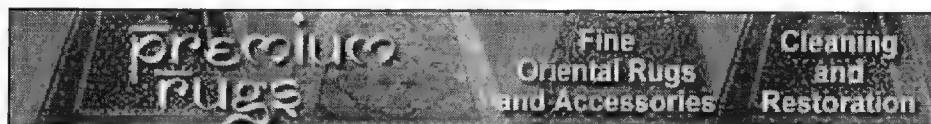
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Outing to public library exceeded mentor's expectations

I would just like to thank the outstanding staff at the Athens-Clarke County Library.

As a University of Georgia student and a member of the Big Brother/Big Sister program, I was really looking forward to taking my little sister to the library. However, the experience far exceeded my expectations as a simple visit turned into an afternoon excursion.

In the children's section, my little sis had the opportunity to "Read to Rover" - not only did she read with enthusiasm, but she overcame her fear of dogs! In the auditorium, we were serenaded by The Accidentals, the UGA men's ensemble group. All the while, the staff was extremely friendly and encouraging.

My little sister and I have watched movies and made art. We've been to the skating rink, Memorial Park and Stegeman Coliseum. However, this was the first time she has wanted to return 10 minutes after leaving! Thanks again for a wonderful afternoon!

Audrey Goodson

Published in the Athens Banner-Herald on Thursday, April 8, 2004.

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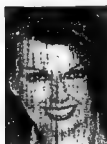
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HIGHLANDS AT WOOD I
2BR/2.5BA 2 story, 1 own

Dixie Divas

Book mobile divas bring it home

It caught my eye just as surely as would a pair of sparkling Giuseppe Zanotti stilettos in a store window. And just like a sexy pair of Zanotti heels, it drew me swiftly toward it. It was pouring down rain, yet the moment I saw it sitting in the parking lot of Bell's East Plaza, I shot across



Ronda
RICH
Columnist

two lanes of traffic on Lexington Road to get to it.

I squealed into the parking lot, pulled up beside it and momentarily sat there, grinning happily.

Nostalgia flooded my being. I was drawn back into a time

where my childhood dreams began. I wasted not a moment jumping out into the rain. I wanted to touch it. See it. Experience it.

In that instance, I felt again like the 4-year-old who, after a long wait at the living room window, would finally see her beloved book mobile turning slowly into our driveway. I would yell to Mama, "It's here! It's here!" Then I would tear out the door, running as fast as I could to the hallowed vehicle that toted a wondrous magic. To me, it was a treasure chest of dreams and adventures.

The years peeled away as I darted out of the car and, again, ran straight toward the grandest symbol of my childhood: a book mobile. Inside, I was merrily greeted by Dorothy and Kaye, the grand dames of the Athens-Clarke County Library Book Mobile, who blend together as beautifully as ebony and ivory keys on a piano.

For 18 years, they've cheerfully toured five counties together. Untold are the numbers to whom they've delivered fellowship and a wealth of knowledge and entertainment. It's a personal touch in a day where impersonal service reigns. It's what the human spirit craves, yet is forced, too often, to starve for.

Dorothy and Kaye park the 1993 book mobile in parking lots of shopping centers, churches, jails and the driveways of homes, particularly ones located in low income neighborhoods. In those neighborhoods, they usually stop at the homes of elderly, the ones often forgotten by society who are forced to sit and wait for someone to come and visit for a spell. The monthly book mobile stop, though, guarantees them a yard full of visitors. It is pure joy, the book mobile divas told me, to see the happiness it brings to older citizens.

Budget cuts, though, have put into jeopardy this mission of importance. In the past year, the book mobile divas have had their road time cut in half.

It's sad to think they might be reaching the end of the road. But a few dollars from here and there certainly would help. Hint. Hint.

Close-Up

■ Ronda Rich is the author of the best-selling book, "What Southern Women Know (That Every Woman Should)" and "My Life In The Pits." She lives in North Georgia.

Stories and stars

By David Harris
Correspondent

It's the kind of "concert" where music does not take center stage. The third annual

Stitching Stars Storytelling Festival, sponsored by the Athens-Clarke County Library, kicks off Saturday presenting a variety of storytellers spinning a patchwork of funny anecdotes, tales from faraway places and thought-provoking fables at the Sency-Stovall Chapel.

Featuring a diverse array of acclaimed guests as well as local talent, the Stitching Stars Storytelling Festival has stories for all ages.

The event begins with a free children's performance by award winning storyteller Elizabeth Ellis. A captivating and passionate storyteller, Ellis is known for her Texas and Appalachia tales, many of which feature heroic women and emphasize acceptance of others.

Also featured is Kala Jojo, a humorous, interactive performer whose stories center around his

oped an affinity for telling stories.

"Part of the fun about doing this festival is that I'll get to tell some of the stories that never did make it into a song," says Smith.

Her stories are both humorous and thought provoking. Smith also uses stories as a way to stay connected with others.

"Telling stories and writing songs is a way of immortalizing the people that I meet in my life," she says. "Telling stories about them is a way that I can take them with me."



Lindsay Smith

What can you buy for
27¢ per day?



Stitching Stars Storytelling Festival

Schedule of events:

10-10:40 a.m. — Free family
storytelling with Elizabeth Ellis

1:30-2 p.m. — Registration

2-5 p.m. — Afternoon
Storytelling Concert

7-9 p.m. — Evening Storytelling
Concert

Where: Sency-Stovall Chapel,
201 N. Milledge Ave.

Cost: \$8 for full day or \$5 for
each concert; tickets sold at
the door

Call: (706) 613.3650 ext. 314

LADY DOGS BEAT TCU

Section B, Page 1

TUESDAY, MARCH 23, 2004

ATHENS BANNER-HERALD

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Athens-Clarke library: Many subscriptions dropped



Athens-Clarke library: Many subscriptions dropped
 Photos by Elias Eubank/Suff

Shelves sparse after cuts in funding

By Alison Floyd

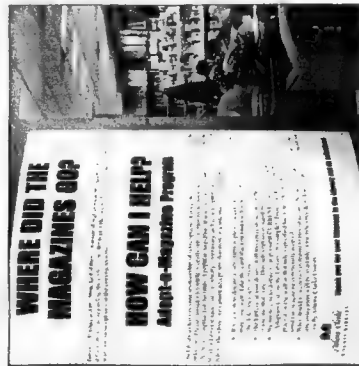
Better Homes and Gardens, Forbes, Men's Health.

Readers peruse a magazine-lined wall at Athens-Clarke County Library to find some reading material that sparks a particular interest. They might not be able to find a specific publication in the shrunken collection.

The library has dropped its subscriptions to more than 150 magazines in their place on the shelf are cards inviting patrons to request new titles and share the lost periodical with others.

Gary Anderson sits in the lounge near the front of the library flipping through a copy of PC World, one of the magazines that won't be renewed this year. Current subscription runs out.

His other favorite, Field & Stream, has already suffered that fate, but the Oconee County resident probably won't pay the \$22 to sponsor the "I would buy it if I lived closer, but I'd just have to spend money on gas to visit it."



WHERE DID THE MAGAZINES GO?
HOW CAN I HELP?
 Adopt-a-Magazine Program

A poster in the library explains that state budget cuts are forcing the elimination of dozens of magazine subscriptions. The poster also asks library patrons to consider sponsoring a subscription to one of the magazines.

Anderson said, "Without \$90,000 a year in local sales tax and with 40 percent less money from the state, the Athens library has cut its shelves."

"We've had some people come in and ask, 'What happened?'" he said.

Madison well recommitments

Living

See the results of the inaugural nutrition makeover

Section C, Page 1

50

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Assembly gives no to budget \$16.1 billion plan gets final approval

By Dave Williams
 Athens News Service

ATLANTA — The General Assembly on Monday overwhelmingly adopted a \$16.1 billion midyear budget, bailing out Gov. Sonny Perdue's Medicaid program.

Funding for the Regional Youth Center was excluded Monday afternoon by the House of Representatives.

The spending bill goes to Gov. Sonny Perdue, provides \$172.8 million to carry through to the end of the fiscal year on June 30 the health-care program covering 4 million poor and disabled people.

The state ran out of Medicaid funds for a short period last week, partly the result of the legislature underfunding it last spring. But for the most part, the money was not needed by a legislative reference committee because it would probably be c

The shutting down of the juvenile detention center had been expected time as memoranda warning the state of budget cuts were received by a legislative reference committee because it would probably be c

See CLOSING

Legislative maps Some district lines restored by judge

By Kristen Ward
 Associated Press

ATLANTA — Dozens of state lawmakers forced to run against fellow incumbents by a court-ordered redistricting plan were promised consi

the same districts as one other incumbent

In a hearing, complaints about the map were heard from

MAGAZINES from A1

Williams, but magazines took the deepest cut.

The library gets \$1.3 million a year from the Athens-Clarke County general fund, but none of that money is earmarked for the collection. Sales tax filled that need, but was cut to \$30,000 this year because of declining revenues and could disappear entirely in 2005. Combining state and local funding together, that means Athens' library went from \$150,000 a year for books, audio-visual and magazines in 2001 to an expected \$30,000 next year — a drop that library Director Kathryn Ames calls "devastating."

"It's very difficult to operate a library without books," Ames said. The state cuts already caused library directors to eliminate two part-time positions and reduce the bookmobile schedule. If another 5 percent cut comes in 2005, as expected, up to five part-time positions will go, lengthening the time to get computers fixed and books cataloged, Ames said.

Cutting magazine funding was the easiest step, because much of the material is available from online sources, Ferrelle said, but no one expects Internet periodicals to replace magazines. "People really like to have the magazine in their hands. That's why the Internet will never totally replace books," she said.

Dan Boserup, a retired professor and administration consultant, absorbs an article about Islamic jihad, but admits there so much informa-

CLOSING from A1

that workers should begin looking elsewhere for employment.

Jaci Vickers, spokeswoman for state Department of Juvenile Justice Commissioner Albert Murray, said the decision to close the Athens facility was out of her boss's hands.

"The governor's recom-

Magazines gone

As a result of recent state budget cuts, Athens-Clarke County Library dropped 162 magazine subscriptions. About 30 subscriptions have been retained.

Dropped subscriptions include:

- Architectural Digest
- Audubon
- Better Homes and Gardens
- Cooking Light
- Ebony
- Entertainment Weekly
- Family Circle
- Field & Stream
- Forbes
- Harper's Bazaar
- Jet
- Kiplinger's
- Ladies Home Journal
- Men's Health
- New Yorker
- People
- Popular Mechanics
- Reader's Digest
- Redbook
- Rolling Stone
- Science
- Self
- Seventeen
- Southern Living
- Sports Illustrated
- Uline
- Vanity Fair

tion available to modern people, he's not hurting for sources.

If he really wanted a magazine not available at the library, he'd buy it, Boserup said. Still, he recognizes that not everyone has that ability.

"For me, there's plenty (to read)," Boserup said. "For somebody without access to information or literature, that could be a problem."

offenders greater distances, such as to an RYDC in Gainesville.

Patrick Simmons, director of the Athens RYDC, said juvenile offenders, as well as family members, will suffer if separated by greater distances.

"Being locked up is bad enough, but being far away

Artistic lessons



R.C. Rique/Staff
Fifth-grade students Ashley Nash, 10, top, and Nathalie Lazo draw birds on a canvas at Gaines Elementary School Monday. The students were participating in a presentation about art and memory given by Carmon Colangelo, director of the Lamar School of Art.

BUDGET from A1

across-the-board spending cuts ordered by the governor to help offset the effects of two years of sluggish state tax collections.

The 2.5 percent cutbacks hit Georgia schools especially hard, including a \$126.7 million reduction in the K-12 funding formula and a \$4 million cut in school transportation funds. More cutting is to come, as the legislature considers Perdue's 2005 budget and its call for 5 percent reductions throughout state government.

"Based on the circumstances we're operating under, this is the best the conference committee could come up with," said Rep. Tom Buck, D-Columbus, chairman of the House Appropriations Committee.

PIPELINE from A1

The proposed waterline would be much more than a replacement for contaminated groundwater, however — it would also mean a major expansion for the county's water system, operated on behalf of the county commission by the industrial development authority.

The system now serves about 200 customers in the Hull area, and about 200 more would be added along the 12-mile line once it's built, IDA Chairman Tom Joiner said at Monday's commission meeting.

The line would also connect the water systems of Danielsville and Colbert, which are independent of the Madison system, as well as a county industrial park called Madico Park, providing back-up water supplies for the two towns and the industrial park, according to Madison County

Commission Chairman Nash, who is a member of the IDA board. "It's a water line for the county," he said. "Not everyone is endorsing the deal."

Madison County Commission member Bruce Scogin of Colbert County said he has questions both the waterline and the IDA proposal.

After causing groundwater contamination and possibly posing a health risk to area residents, Colbert County residents, Scogin said, would be paying more for the waterline.

MAPS from A1

candidate to live in a district for 12 months, so it's too late for a legislator to simply move to a friendlier district and run this fall. The original court maps paired 87 lawmakers, 66 in the House and 21 in the Senate. A revision released Monday pairs only 48 lawmakers, 34 in the Democrat-controlled House and 14 in the GOP-controlled Senate.

Black lawmakers were particularly happy with the court's revision. The original plan threatened some of the longest-serving black members, but a handful of changes freed up single districts for those powerful black lawmakers.

For example, the court unknotted a Columbus district that would have forced three top Democrats to run against

each other. Now Rep. Smythe, Carolyn Hu-Tom Buck each has their own districts. All 11 influential committee men. "This address all the concerns we have," said Black Legislative Black lawyer Laughlin Mc

his remarks to the judges. The court could make a final decision on the end of the week.

candidates are scheduled to start declaring their intentions to run at the April, so there isn't much time for judges to nullify a decision that could cause a delay. "We are on a very tight schedule. We mean it," said the court.

the concerns of the Georgia and do it patch," Marcus said.

Turning 50 wasn't so bad
Front for the media school

UGA partnership

Schools may lose 15 days

Budget cuts crimp Chase and Gaines

By Alisa Delitto
alisa.delitto@onlineathens.com

Two Clarke County schools operating on an extended calendar likely will lose their 15 extra class days next year because of the cost

Chase Street and Gaines elementary schools both have used a calendar that has lasted a little less than 180 days during the 2002-03 and 2003-04 school years, part of an effort to boost learning and academic achievement. The district — which expects to lose \$3 million in education funds because of budget cuts — doesn't have the funds to pay salaries, transportation and operating costs for those extra days next year.

"We pretty much know by now that there are not going to be any additional days," said Jose Bora, executive director of instructional services for the school district. "At this point, we need to say that and move forward with the idea that those 15 days cannot happen."

Estimates show the extra days could cost the district as much as \$300,000 in salaries, Bora told an ongoing committee for a community learning

See SCHOOLS on A7

No smoking?

Bar raised during talk about ban

By Allison Floyd
allison.floyd@onlineathens.com

Athens bars may be left out of a ban on smoking.

The five county commissioners who sit on the Legislative Review Committee took up a controversial smoking ban proposal Tuesday, deciding little about whether to raise the age of smoking or earlier law that prohibits smoking most everywhere except bars and restaurants.

"Most people in a bar have both hands busy — the right hand on a drink and the left hand with a cigarette," the committee's chair, Commissioner Marshall, told fellow committee members. Bar-goers aren't looking out for their health when they order drink and know the likelihood that other patrons will be

'Monster Tracks': Library acting up



Above, Jacqueline Elster, children's librarian for the Athens Regional Library System, acts out a portion of the Sesame Street book "Monsters on the Bus" during the "Monster Tracks" program Tuesday afternoon at the Athens-Clarke County Library. Children listened as Elster read three stories, and then made monster noises from paper. Below, Yoppa helps Elster read "The Monster Tracks" to a group of children. Nathan Gushka, male member, left from paper Tuesday at the library.



In historical context

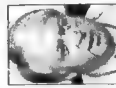
Bill would allow Commandments in courtroom

Self and wife reports

Commandments displays as long as long

Adams touts UGA, defends budget need

Says lawmakers 'get



UGA Pr Michael Adams spoke c... budget... from Tu... the Cec... Center.

And the economic conditions of UGA's success clear, Adams said. College graduates yield money in Georgia. On graduation day, the state's economy, he said, is "a billion dollars better."

But turning better means increased demand for services, Adams said. The legislature answered the call, said State support for total higher education budget to 35.5 percent. Since 1999, the UGA per student has

See ADAMS on 7

Regional development center

Delegation has plan to save youth facility

By Joe Johnson
joe.johnson@onlineathens.com

Athens lawmakers are waiting for a response from state Department of Juvenile Justice Commissioner Albert Murray after giving him a proposal they believe could permanently keep open the Athens Regional Youth Development Center, slated to be shut down in April due to budget cuts.

The proposal was presented during a meeting Monday in Murray's office in Atlanta, attended by several Athens legislators and members of

Bill would allow Commandments in courtroom

The bills... are at...

Opinions

onlineathens.com

in our own skin?

If, that is the siren song. There have always been believers and searchers for Fountain of Youth, but now, it seems, technology truly seems to put these things in the grasp of many. And yet, I wonder at what price? Not only the cost of the edures themselves, but the fact of using our monetary and emotional resources into them. "Getting and spending we lay waste our powers...." writes the English poet, William Wordsworth. In so spending our efforts, what other things are we letting go, not attending to? Brazil at the time seemed like science fiction; today it seems scarily close to reality. Overwhelmed by the complexities of the world, we focus relentlessly on ourselves, on seeking a perfection that older peoples knew only belonged to God. And now we have no sense of death in the natural order of things, death permeates our lives, poisoning us with an anxiety that we somehow are missing out. Lives that I believe are filled with connection and meaning because of a communal understanding of life ends and we need to make the most of it, are instead filled with isolation. "To a long and happy life," we toast. It is a good toast. We might also add — you outgrow your sibling rivalries and are afraid of the face that life gives you.

■ Baker is a long-time Athens resident and writer. She can be reached at baker@yahoo.com.



Letters to the editor

Nothing private about coach's relationship

I, for one, was so glad Tim Gardner (Jan. 24 Forum) had the guts to expose the goings-on at the University of Georgia, unlike Lee Reed (Feb. 4 letter). For too many years we have watched a key authority figure to young women in the gymnastics program flaunt an adulterous affair in their faces and ours.

UGA, the Athens Banner-Herald, M.A. Barnes, Suzanne Yoculan and Don Leebern Jr. have made (as Reed put it) these "private lives" public. Here's how:

■ UGA knew about this affair and did nothing to tone it down or stop it.

■ The Banner-Herald and M.A. Barnes wrote articles on the couple's open house, roasts and other parties.

■ Suzanne and Don were indiscreet and flaunted the relationship at meets, parties and fund-raisers.

Most of all, I am shocked people are turning their heads from those girls in her care. What kind of example is this woman setting for them? Doesn't that mean anything anymore? I guess winning SEC and national championships is everything, at any cost! Yes, Mr. Reed, there is a cost here: young lives!

Oh, and if this isn't enough for you, how do you think Leebern Jr.'s wife feels when, at meets and in the newspaper, her husband is called the fiance of another woman?

All this, Mr. Reed, makes these "private lives" not private. Gardner should be rewarded for finally putting this disgraceful display in its place.

It's time UGA addresses this; other SEC schools are cleaning up their programs! Maybe our new athletic director will have the guts to do so, hopefully before it costs UGA monetarily with a sexual harassment case. We know UGA President Michael Adams won't do anything. Leebern has too much money and influence, and we know how Adams likes money!

How can we hold students to a high standard on things like raccoons when UGA does not hold its own staff to high standards with things like this?

Marie Long
Watkinsville

Storytime photo captured Elsner's joy

It was with great pleasure I unrolled my paper Wednesday, Feb. 18. I noted on the front page a picture of someone whom I consider a local treasure: Jacqueline Elsner. The picture captures perfectly the joy and enthusiasm she brings to her "job" as librarian in the children's room at the Athens-Clarke County Library. How many local children's social skills have been developed and love of reading nurtured by storytime there? All of the staff are wonderful for not only the children, but also for adults who need assistance there.

My wish is that your newspaper will win an award for the palpable emotion this picture portrays. My hope is, when the budget pie is sliced, the Athens regional library system will perennially be considered as an important resource that contributes greatly to the health and vibrancy of our community.

Teresa L. Brown

Share the Road along memorabilia library

Minutes
Athens Regional Library Board
April 15, 2004

The quarterly meeting of the Athens Regional Library Board of Trustees was called to order by Mike Moak, Chairman, at 3:30. Attending from Athens-Clarke County were Mr. Prokasy, Ms. Lane, and Mr. Timmons; from Franklin County were Ms. Gothard and Mr. Mathis; from Madison County were Mr. Ingram and Mrs. Murray; from Oconee County were Ms. Brown and Mr. Wyllie; and from Oglethorpe County were, Mr. Jones and Mr. Shapiro. Mrs. Drewry, Ms. Smith, Ms. Hartle and Mr. Miller were excused. Ms. Luke was absent. Mrs. Ames, Mrs. Simonds, Mrs. Elsner and Mrs. Blake, who recorded the minutes, were present from the library staff.

The minutes from the January 13, 2004, meeting were approved as mailed. on a motion from Mr. Jones and second from Mr. Ingram.

Ms. Elaine Brown, who was filling in for Ms. Smith, was introduced to the board.

The agenda was adopted with the addition of a staff report from Jackie Elsner and under other business, announcements.

Staff Report - Jackie Elsner, Children's Librarian, presented to the board the planned activities for the summer and the theme of the Vacation Reading Club for 2004, "Step To the Beat...Read!" The state allocated \$550 to every branch in a mini-grant which will bring Peter Hart's puppet show, "Animalympics" and add \$375 in books to every branch.

Financial Report - Mrs. Simonds presented the attached financial report. We have received some additional state funds in the amount of \$8,126. Most of the funding agencies are paid up. We are still waiting to hear about funding the budget requests in Oconee and Athens-Clarke counties.

Regional Reports

Franklin County: Both branches have reported that computer use is up and both branch managers have attended some seminars. In Royston, the AARP is helping folks with tax assistance one day a week. In Lavonia, the Friends have reorganized and had a book signing by Augusta Trobaugh. She also signed books and spoke in Royston.

Athens-Clarke County: Mr. Prokasy reported that the board had approved providing a passport service within the library. The library would receive \$30 from every application and also draw in some folks who may not have ever been here. The board approved a recommendation to the SPLOST committee for 1) acquisitions (new books) 2. Renovate (\$3.63 million) 3. Addition (\$3.37 million). Overall the library would add 20,000 sq. ft. of usable space.

Oglethorpe County: They haven't met yet. However, a Family Place program has been held at their library. Catherine Drewry will be replaced on the local board and this one as well. The Friends voted to buy \$3,000 of books in both the spring and fall. They will be purchasing directional signs for streets/highways as well.

The Oconee County: No report as they have not yet met.

Madison County: Mrs. Murray reported that the booksale earned \$2,102.55 and also donated 30 boxes of books to the jail where they want to start a library. They have also had AARP tax people helping patrons in Madison. The general meeting of their Friends group is Sunday and everyone is invited.

Director's Report

Mrs. Ames provided a written report. She noted that it has been a busy quarter and will continue that way. WE are just at the beginning of strategic planning in Oglethorpe where surveys are being conducted for both users and non-users. At the end of this month a user survey will be conducted at all library branches.

Old Business

Logan Mathis, Chair of the Personnel Committee, gave the board the report on the director's evaluation. The new procedure worked and he has signed a letter for Mrs. Ames official evaluation for the file.

Meeting Room Policies - Mr. Prokasy and Mr. Ingram provided a motion and second to put this item back on the table. After some discussion and an addition in wording, Mr. Shapiro and Mr. Wyllie moved and second the policy's adoption. The vote was unanimous.

New Business

The contract with Brittain Thompson Bray and Brown as the Athens-Clarke County consultant for the SPLOST proposal was unanimously approved on a motion and second from Mr. Wyllie and Ms. Brown.

The contract with Georgia Public Library Service changing the state grant for librarians in which the region surrenders one position was unanimously approved on a motion and second from Mr. Wyllie and Mr. Ingram. Mr. Moak, as chair of the board, will write a letter expressing our dismay over this contract request.

The regional library was unanimously approved as a Drug Free Workplace on a motion and second by Mr. Jones and Mr. Shapiro.

The Drug Free Workplace Policy was tabled so more details can be added as requested by various board members.

The board then discussed funding issues, including Georgia Public Library Service New Directions plan.

Other Business

Mrs. Murray presented information on Library Law 101 which was received at an April 9 workshop in Dawsonville. She gave a synopsis of what Cathy Helms, the attorney, presented to various library directors and board members. Ms. Helms will make a presentation to GLA in October.

Trustees Training Workshop - May 12 from 4-6:30 p.m. here in the library auditorium. If there are any specific topics board members want discussed, please let us know so we can forward them to the presenter.

The next meeting is July 15 at 3:30 and will be hosted by the Madison County Library. Mrs. Blake will send directions.

The attached orange sheets tell about changes in the Special Needs Centers services.

There being no other business, the meeting was adjourned at 5.06 on a motion and second from Ms. Brown and Mr. Wyllie.


Kathryn S. Ames, Secretary

ATHENS REGIONAL LIBRARY
Summary of April 15, 2004 Meeting

Meeting was called to order by Chair, Mike Moak at 3:30. Present were Ms. Gothard, Mr. Mathis, Mr. Ingram, Mrs. Murray, Mr. Shapiro, Mr. Jones, Mr. Wyllie, Ms. Brown for Ms. Smith, Ms. Lane, Mr. Prokasy and Mr. Timmons. Ms. Drewry, Ms. Hartle, Mr. Miller and Ms. Smith were excused. Ms. Luke was absent.

The minutes of January 15, 2004 were approved as mailed and the agenda adopted as amended.

The financial report was given for information by Ms. Simonds.

A staff report was given by Jackie Elsner, Children's Librarian about the Vacation Reading Club theme and planned activities for the summer.

Regional Reports followed from each county.

Mrs. Ames presented her Director's Report in written form and noted that it had been a busy quarter and looked to continue. The libraries in the region will be conducting patron surveys at the end of the month seeking information from those using our services.

Old Business.

Mr. Moak reported to the board the results of the director's evaluation.
The Meeting Room policies sent via email were adopted as amended.

New Business.

Approved the contract with Brittain Thompson Bray and Brown as the Athens-Clarke County consultant for the SPLOST proposal.

Approved the contract with Georgia Public Library Service changing the state grant for librarians.

Approved the Athens Regional Library System as a Drug Free Workplace.

Tabled the Drug Free Workplace policy so more details can be added.

Discussed funding issues, including Georgia Public Library Service New Directions plan.

Other Business.

Library Law 101- a brief synopsis of this workshop for library board chairmen was presented.

Trustee Training Workshop will be May 12 from 4-6:30 p.m.

Next meeting will be July 15 at 3:30 at the Madison County Library.

The meeting was adjourned at 5:06.

ATHENS REGIONAL LIBRARY
AGENDA
April 15, 2004

Call to order.

Review and approve minutes of January 15, 2004.

Public Comment.

Adopt Agenda.

Financial Report.

Regional Reports.

Director's Report.

Old Business.

Director's Evaluation Report - Mike Moak
Meeting Room Policies

New Business.

Approve contract with Brittain Thompson Bray and Brown for
Athens-Clarke County SPLOST proposal

Approve contract with Georgia Public Library Service

Approve Athens Regional Library System as Drug Free
Workplace

Approve Drug Free Workplace Policy

Georgia Public Library Service New Directions

Discussion of funding issues

Other Business.

Library Law 101 - Elizabeth Murray

Adjourn.

Step To The Beat...Read! Presentation to Regional Library Board 15 April 2004
Artwork by Peter Catalanotto

Programs

Kick-Off Program Eric Litwin, musician
Puppet Show produced by Children's Area
AND THE DISH RAN AWAY WITH THE SPOON

Storytelling Program provided by staff of Children's Area
Monster Tracks

Dorothy Holt
Bette Kitchens
Pat Lyons

LSTA grant to each branch: \$550.
Puppet show by Peter Hart, Atlanta Puppets "Animalympics" \$180

Books \$370.

Incentives:
Hand Clappers
Tattoos

Partnership + Sponsor: still in communication with, not yet confirmed. First American Bank and Trust (4 counties: Athens-Clarke, Madison, Oconee, Oglethorpe) Cultural Events in raffle + free paperback book

Franklin County: contacting a Franklin County bank to provide similar sponsorship for those children.

Staff Development:

Children's Services Annual Meeting in February

We heard speeches by this year's artist, Peter Catalanotto, Donna Washington, Storyteller and info on early literacy, Hand drumming participation with drummer from Virginia. Break Out sessions on Brain development in children birth to age 3. Break Out sessions of children's songs in programs. Mary Jean Hartel and Emma Jones, YA staff, presented a session on programming for YAs

Quadrant Meetings: September & March

We had training in serving people with special needs in September. Visually impaired patrons.

March: lots of practical tips for programs & displays for Step To The Beat... Read!

Publicity: A Banner-Herald cover photo of Matt: YA chess player.

Athens Regional Library
July 1, 2003 through March 31, 2004

<i>Revenue:</i>	<u>Budget</u>	<u>Amount</u>	<u>Balance</u>	<u>% of Budget</u>
<i>Regional:</i>	<u>Amount</u>	<u>Received</u>		<u>Received</u>
Outreach	88,600.00	66,450.00	22,150.00	75.00%
Fees	3,500.00	2,353.45	1,146.55	67.24%
Interest	4,000.00		4,000.00	0.00%
State Grants Personnel	578,055.00	433,541.07	144,513.93	75.00%
State Grants Materials	71,049.00	53,286.75	17,762.25	75.00%
State Grants M&O	91,222.00	68,416.70	22,805.30	75.00%
State Grants Travel	3,000.00	2,250.00	750.00	75.00%
Special Needs Learning Center	141,155.00	105,866.01	35,288.99	75.00%
Totals	<u>980,581.00</u>	<u>732,163.98</u>	<u>248,417.02</u>	<u>74.67%</u>
<i>Athens-Clarke County:</i>				
Board of Commissioners	1,317,377.00	988,032.75	329,344.25	75.00%
City of Winterville	10,000.00	-	10,000.00	0.00%
Fines and Fees	98,075.00	62,771.61	35,303.39	64.00%
Transfer from Reserve	19,750.00	-	19,750.00	0.00%
Bellsouth Erate ACCL		8,686.92	(8,686.92)	
PINES postage reimbursment		1,868.00	(1,868.00)	
Interest	6,000.00	2,855.67	3,144.33	47.59%
Totals	<u>1,451,202.00</u>	<u>1,064,214.95</u>	<u>386,987.05</u>	<u>73.33%</u>
<i>Franklin County:</i>				
Board of Commissioners	24,000.00	18,000.00	6,000.00	75.00%
Board of Education	24,000.00	24,000.00	-	100.00%
Cities of Lavonia, Royston, Canon	-		-	
Carnesville & Franklin Springs	29,125.00	22,875.00	6,250.00	78.54%
Fines and Fees	5,000.00	4,730.54	269.46	94.61%
Bellsouth Erate Royston		731.12	(731.12)	
PINES postage reimbursement	-	770.50	(770.50)	
Totals	<u>82,125.00</u>	<u>71,107.16</u>	<u>11,017.84</u>	<u>86.58%</u>
<i>Madison County:</i>				
Board of Commissioners	152,074.00	114,055.50	38,018.50	75.00%
Fines, Fees and Copy Machines	9,000.00	7,603.43	1,396.57	84.48%
PINES postage reimbursement	-	511.50	(511.50)	
Totals	<u>161,074.00</u>	<u>122,170.43</u>	<u>38,903.57</u>	<u>75.85%</u>

Athens Regional Library
July 1, 2003 through March 31, 2004

<i>Revenue:</i>	<u>Budget Amount</u>	<u>Amount Received</u>	<u>Balance</u>	<u>% of Budget Received</u>
<i>Oconee County:</i>				
Board of Commissioners	242,840.00	182,130.00	60,710.00	75.00%
Board of Education	34,729.00	34,729.00	-	100.00%
City of Watkinsville	8,000.00	8,000.00	-	100.00%
City of Bogart	6,000.00		6,000.00	
Fines and Fees	21,540.00	16,497.09	5,042.91	76.59%
PINES Postage reimbursement	-	1,060.50	(1,060.50)	
Totals	<u>313,109.00</u>	<u>242,416.59</u>	<u>70,692.41</u>	<u>77.42%</u>
<i>Oglethorpe County:</i>				
Board of Commissioners	46,000.00	34,500.00	11,500.00	75.00%
Board of Education	15,000.00	15,000.00	-	100.00%
Board of Education VRP		650.00	(650.00)	
City of Maxeys	200.00		200.00	0.00%
City of Crawford	500.00	500.00	-	100.00%
City of Arnoldsville	100.00	100.00	-	100.00%
Ctiy of Lexington	500.00	500.00	-	100.00%
Fines and Fees	7,000.00	5,836.55	1,163.45	83.38%
Meeting Room	300.00	170.00	130.00	56.67%
Pines Postage Reimbursement	200.00	267.00	(67.00)	133.50%
Transfer from Reserve	5,302.00	-	5,302.00	0.00%
Totals	<u>75,102.00</u>	<u>57,523.55</u>	<u>17,578.45</u>	<u>76.59%</u>
 GRAND TOTALS	 <u>3,063,193.00</u>	 <u>2,283,589.38</u>	 <u>779,603.62</u>	 <u>74.55%</u>

Athens Regional Library
July 1, 2003 through March 31, 2004

<i>Expenditures:</i>	<u>Budget Amount</u>	<u>Amount Expended</u>	<u>Balance</u>	<u>% of Budget Expended</u>
<i>Regional:</i>				
Wages/Benefits Courier & Kidmobile	5,620.00	4,216.41	1,403.59	75.03%
Bookmobile/Van Operating & Repairs*	5,910.00	8,013.41	(2,103.41)	135.59%
Solinet Fees	900.00	484.29	415.71	53.81%
Summer Reading Club	4,000.00	571.72	3,428.28	14.29%
Debt Collection Service	500.00	642.32	(142.32)	128.46%
Workers Compensation	11,000.00	11,000.00	-	100.00%
Mobile Telephone (Bookmobile)	300.00	166.41	133.59	55.47%
Postage	8,000.00	7,732.41	267.59	96.66%
Travel	4,500.00	416.16	4,083.84	9.25%
Printing and Publicity	2,000.00	1,077.41	922.59	53.87%
Dues/Registration	2,000.00	1,926.00	74.00	96.30%
Computer Maintenance	4,500.00	-	4,500.00	0.00%
Insurance	12,000.00	14,764.00	(2,764.00)	123.03%
Supplies	21,600.00	19,534.66	2,065.34	90.44%
Technical and Bookmobile Support	13,270.00	9,957.26	3,312.74	75.04%
State Grants Personnel	578,055.00	433,541.07	144,513.93	75.00%
State Grants Materials	71,049.00	32,011.36	39,037.64	45.06%
State Grants M&O	91,222.00	64,308.44	26,913.56	70.50%
State Grants Travel	3,000.00	1,920.63	1,079.37	64.02%
Special Needs Learning Center	141,155.00	101,678.55	39,476.45	72.03%
Totals	<u>980,581.00</u>	<u>713,962.51</u>	<u>266,618.49</u>	<u>72.81%</u>

* Board voted to spend up to \$5000 on bookmobile repairs to be taken out of reserve at end of fiscal year.

Athens-Clarke County:

Outreach	42,000.00	31,500.00	10,500.00	75.00%
Personnel	1,215,631.00	895,757.82	319,873.18	73.69%
Operating Expenses	193,571.00	134,466.13	59,104.87	69.47%
Totals	<u>1,451,202.00</u>	<u>1,061,723.95</u>	<u>389,478.05</u>	<u>73.16%</u>

Athens Regional Library
July 1, 2003 through March 31, 2004

<i>Expenditures:</i>	<u>Budget Amount</u>	<u>Amount Expended</u>	<u>Balance</u>	<u>% of Budget Expended</u>
<i>Franklin County:</i>				
Outreach	11,600.00	8,700.00	2,900.00	75.00%
Personnel	64,047.00	47,196.32	16,850.68	73.69%
Operating Expenses	6,478.00	3,873.05	2,604.95	59.79%
Totals	82,125.00	59,769.37	22,355.63	72.78%
<i>Madison County:</i>				
Outreach	13,900.00	10,425.00	3,475.00	75.00%
Personnel	115,125.00	86,350.09	28,774.91	75.01%
Operating Expenses	32,049.00	20,110.22	11,938.78	62.75%
Totals	161,074.00	116,885.31	44,188.69	72.57%
<i>Oconee County:</i>				
Outreach	14,000.00	10,500.00	3,500.00	75.00%
Personnel	273,519.00	196,749.24	76,769.76	71.93%
Operating Expenses	25,590.00	12,492.67	13,097.33	48.82%
Totals	313,109.00	219,741.91	93,367.09	70.18%
<i>Oglethorpe County:</i>				
Outreach	7,100.00	5,325.00	1,775.00	75.00%
Personnel	57,692.00	39,279.78	18,412.22	68.09%
Operating Expenses	10,310.00	5,723.72	4,586.28	55.52%
Totals	75,102.00	50,328.50	24,773.50	67.01%
GRAND TOTALS	3,063,193.00	2,222,411.55	840,781.45	72.55%

Director's Report

April 2004

Susan Roberts of the Georgia Office of Public Library Service will present a Board Workshop for all trustees in the region on Weds. May 12 from 4-6:30 in the library auditorium. This will be a good time to ask questions about the nuts and bolts of trusteeship, the differences between local boards and the regional board, legal basis for public libraries, and any questions you would like to ask. We will offer light refreshments and hope that all trustees throughout the region will attend.

This has been a busy quarter with budget preparations, legislative action and meetings.

- After months of discussion, Friends of Georgia Libraries has been launched. The focus of this group is to provide support for statewide legislative issues and to advocate for improved library funding. I'm serving as the Treasurer for this first year and checks may be made to FOGL c/o ACCL. I'll hope to provide forms at the meeting.
- I have been invited to participate in the "Creating Policy for Results" Seminar to be held later in April in Scottsdale, Arizona, and sponsored by the Public Library Association. PLA will provide a weeklong training program on this topic for 20 librarians selected from across the nation. This is the fifth training program in the Results series and I've been fortunate to have been selected for all five. In return, I'll be expected to present a program at GLA on this topic. In addition, I'm hopeful that we'll be able to make needed changes in our policies where actual practice and policies conflict.
- I will be moderating a panel discussion on services to a diverse community in early May for the Southeastern Library Information Network. This presentation is based on services to the Latino community and will include remarks by Susan Stewart, Director of the Hall County Library, Sister Margarita Martin of the Oasis here in Athens, and Gail Firestone, Assistant Director for Youth Services at ARLS. As the lead organizer, I will also have a paper published by SOLINET in the "Proceedings."
- I moderated a panel discussion at the joint meeting of the Academic and Public Library Directors on March 25 in Columbus entitled "Programming outside the book". My topic of discussion was the outreach services to Latinos in the area. Others participating in this discussion include the Director of the Columbus State College Library, the Columbus (GA) building consultant, and the Bainbridge Director talking about fundraising.
- We filed the e-rate applications and have received the first checks for the most disadvantaged communities' telephone service. We expect to receive more checks if the discount was not directly applied to the phone bill. We also have an

application on file with the office to install computer technology upgrades in some facilities—they must meet the federal poverty guidelines to be eligible and this is based on the number of subsidized lunches served by the school districts in each county. At this time, Oconee County's percentage is too low to be eligible.

- I also made a presentation Wednesday morning to the Golden Kiwanis Club where Jim Heyl serves as president. There were many good questions and it was a good morning! I am always available to speak to a group if my schedule allows. Next month, I'll be talking with the Athens Council on Aging. And I'm always glad to fill in when someone has to cancel at the last minute.

Legislative Day went as well as could be expected. The morning briefing honored Dr. Louise McBee among others and we were invited to develop a display featuring our services at the Capitol. Following the briefing, we moved to the House and Senate and discussed issues—particularly PINES and the need for increased materials funding—with each of our legislators. A box lunch was served and this gave us one further opportunity to meet with the legislative delegation on an informal basis. Special thanks to Bill Prokasy, Mike and Linda Moak, Logan Mathis, Wally Eberhard, Stacey Ferrelle, and Clare Auwarter for attending and helping with exhibits, contacts, and enthusiasm. The planners for next year hope to start ½ an hour later and follow the same general plan.

During February, members of the library staff and the Lyndon House Arts Center met with the Consul General of Mexico and the Mexicans Abroad coordinator to discuss our ideas for a joint grant proposal. The federal Institute of Museum and Library Services offers a grant for \$250,000 for 3 years for cooperative projects. After meeting with the Consul, we have decided to apply for traveling exhibits of Mexican art, funding for a basic literacy program, and a coordinator to work with both partners. Since the early discussions, we have built a strong group of partners including international groups at UGA, Catholic Social Services, the Clarke County School District, and a myriad of others. These partners will provide invaluable support to the visibility of the library in the community and for our programs.

Four librarians attended the Public Library Association meetings held in Seattle in February. We took a bus to Vancouver to visit the new 7-story central library there. One of the highlights of this trip (at our own expense) was the facility -- the county had used the main entrance of the library to establish a series of small boutiques that included fast food, smoothies, post office, copy center, used book store, and a day care center. Clare Auwarter and Judy Atwood led a talk table about programming; Gail Firestone participated in a workshop on brain development sponsored by the Family Place program; and I was chair (planning the presentation) of a seminar on building which was filled to overflowing.

Mark your calendar now to attend GLA in Athens in October 13-15. If you have any interest in developing a program, the forms are online and are due by May 31. The organization would love to have a trustee oriented program!

Other News:

I learned at the statewide Director's Meeting that the regional system will have \$5453.08 restored to our budget and an additional \$1278.26 restored to the Talking Book Center budget. I propose distributing these funds based on a per capita allowance to each county for the purchase of materials, supplies and equipment. The break-down, if the board approves, would be the following:

Clarke	95629 population	2.80 cents	= \$2678
Franklin	23193		= 649
Madison	28956		= 811
Oconee	31830		= 891
Oglethorpe	14852		= 416
Balance:			\$8.08

While not a tremendous amount, every little bit helps! I am asking our branch managers to begin thinking about specific types of materials needed. This money could be used for any other identified regional need; however, it seems that materials or the lack of them is a real problem for the region.

We will receive a grant of \$550 per facility for summer reading programs. These funds can be used for programming events and to purchase specific materials to support summer reading. In most cases, we had anticipated a shortfall of funds for the Summer Reading Program and had asked if Friends around the region would be willing to support the programs. Judy Atwood will have a recommendation from our youth services consultants in regard to the allocation of funds.

The New Directions plan developed by the GPLS (state library) requires us to surrender one professional, state-paid librarian position. After making several pleas for the program to be changed, it is obvious that this is a "done" deal and that we will indeed lose a position. I will need to let GPLS know which position will be surrendered following our April meeting. In return, the state proposes to provide each regional system with \$55,000 to be used in lieu of the position. I will be "surrendering" the position of our technology librarian, Sue Plaksin and will shift funds to pay her from the local budget (she will NOT be terminated). The FY05 budget cannot be finalized until the State legislature comes to an agreement about funding. In that proposal, I will suggest that we use the \$55,000 to fund one technology assistant and a portion of the Business Office's cost. During our "forced choice" exercise in October, 2003, the Board identified technology as the key need for the region. The final budget will be presented in July, but I wanted to let everyone know about the situation.

As our grants stand right now, for FY05, we will be receiving grants totaling \$141,990.65. This includes a base of \$21,000 plus a per capita total of \$36,829.65 for a total of \$57,829.65. Last year's M&O grant was \$85,867 before the reductions; Materials will be a total of \$74,661 which is slightly more than the current year because of population growth; travel was \$3000 for the present year and will decrease to \$2000 next year. I am doing everything I can to reduce costs across the region.

By September 30, we will receive new computers. The Gates Foundation grant will be matched by federal funds and each library will receive an as yet unspecified number of new computers.

During the past quarter, we sponsored the annual Stitching Stars Storytelling Festival which was held at the Athens Library and at Lucy Cobb. Outstanding storytellers offered entertainment during 3 different sessions. Proceeds from this festival go to the Athens Library Endowment. The final accounting has not yet been completed, but it's expected that the event netted several thousand dollars.

The annual Friends Book Sale also took place during the past quarter in Athens. The good news is that they sold over \$15,000 in the first two days and after deducting expenses will have netted slightly over that amount. I've already submitted a wish list for their consideration; most of our requests were for different types of library materials.

Planning for the annual Summer Reading Program began in February when many of our children's and branch staff attended a meeting in Perry. Following that, our staff participated in the Northeast Quadrant meeting to garner new ideas for implementing the theme for the summer. Your branch managers and the children's staff have been very busy working on decorations and programming for this special period of time. We see penguins peeking out of desks! First American has again decided to provide special prizes for participants in the program. For each book a child reads, he or she will receive an entry form to place in a drawing. Every child will have an opportunity to win a computer at the end of the summer! In Franklin County, discussion has ensued with a local bank that serves both Lavonia and Royston.

Finally, some really good news! The Special Needs Library of Northeast Georgia will not be subject to a reduction in funds. In fact, we will receive a small increase for FY2005. I will be meeting with the staff next week to discuss the best way to continue to build support of this service. The plan to centralize the collection continues to move ahead. However, funding will be focused on building new users for the service. Staff will be making more personal contacts within the 21 county area to let people know about the service and to encourage people to try it out!

Georgia Governor Sonny Perdue has declared Tuesday, April 20, 2004 as the first Library Workers Day in Georgia. The Georgia Council of Public Libraries approached Governor Perdue, under the sponsorship of Rep. Stacey Reece of Gainesville, with issuing a proclamation in honor of the thousands of library employees in all types of libraries across the State. This will be a part of the weeklong celebration of National Library Week, April 18-24. I hope everyone will take a moment to thank all of our library system workers.

What more can I tell you? There are many things happening across the region that should make every trustee proud! Every library is busy helping the users find and analyze information, provide special reading materials for group and individual projects, and offer special events. It will be a lovely spring!

ATHENS-CLARKE COUNTY LIBRARY

12 January 2004

MASTER PLANNING METHODOLOGY

PHASE I: EXISTING CONDITIONS PLANS

- Develop CADD existing conditions floor plans and site plan
Brittain Thompson Bray Brown

PHASE II: PROGRAM REVIEW

- Review programmatic data with library staff
Brittain Thompson Bray Brown / Wheat Interior Design Associates
- Modify program outline based on review
Wheat Interior Design Associates
- Establish priorities based on review
Wheat Interior Design Associates

PHASE III: CONCEPTUAL PLANNING

- Prepare conceptual sketches based on revised Program
Brittain Thompson Bray Brown / Wheat Interior Design Associates
 - ✓ Floor Plans – re-utilization of existing space / new addition
 - ✓ Site Plan – new addition and parking
- Review conceptual sketches with library staff
Brittain Thompson Bray Brown / Wheat Interior Design Associates
- Building systems review & report (HVAC / Electrical)
Brittain Thompson Bray Brown (Consulting Engineers)
- Building Code Review
Brittain Thompson Bray Brown (Code Consultant)
- Develop conceptual budgets
Brittain Thompson Bray Brown / Wheat Interior Design Associates
- Develop Conceptual Master Plan based on review comments
Brittain Thompson Bray Brown (Cost Estimator) / Wheat Interior Design Associates

PHASE IV: FINAL REPORT

- Prepare final report to include Master Plans, project budget, and outline of phasing
Brittain Thompson Bray Brown / Wheat Interior Design Associates
- Final Presentation
Brittain Thompson Bray Brown / Wheat Interior Design Associates

FEE PROPOSAL

PHASE I: EXISTING CONDITIONS PLANS\$ 3,600

- Drafting

PHASE II: PROGRAM REVIEW\$ 2,150

- Program Review (1-trip)
- Program Outline / Priorities

PHASE III: CONCEPTUAL PLANNING\$ 12,500

- Conceptual Sketches
- Conceptual Review (1-trip)
- Building Systems Review
- Building Code Review
- Develop Conceptual Budget(s)
- Conceptual Master Plan

PHASE IV: BUDGET / PROJECT PHASING\$ 5,250

- Final Report
- Final Presentation (1-trip)

TOTAL FEE\$ 23,500

- ❖ Reimbursables: Expenses incurred by the Architect and Consultants will be invoiced at 1.25 x the actual cost (i.e. long distance telephone calls, computer disks, CD's, reproductions, mailing and shipping, professional cost estimates, fees paid for securing approval of authorities having jurisdiction over the project, travel time, lodging (if applicable), and expenses associated with out-of-town travel, and other similar direct job-related expenditures)\$ 2,500 (est.)
- Professional Rendering (if required)\$ 2,000

- ❖ Additional Services (i.e. additional trips, etc.) if requested by the Owner, will be invoiced on an hourly basis:

Principal / Architect	\$110.00/hour
Interior Designer	\$ 85.00/hour
Draftsman	\$ 75.00/hour
Administrative Assistant	\$ 50.00/hour

- ❖ Consultants:

Wheat Interior Design Associates	Interior Designer
Pruett, Ford & Associates	Mechanical Engineer
Electrical Design Consultants	Electrical Engineer
Steve Skalko	Code Consultant
Randy Reed / Chris R. Sheridan & Co.	Cost Estimator

Due at GPLS no later than May 21, 2004

Athens

2010 CNI Projected Population

194,460

Total System Services Grant

\$67,329.65

Total Materials Grant

\$74,661.00

Total Position Allocation

8

Mandatory Conversion

1

Optional Conversions

3

Positions for FY05 - FY2010

7

Number of Positions to be Converted:

Names of Incumbents in Positions

Library System Director's Signature

Library System Board Chair's Signature

Date Approved by Library System Board

Substance Abuse Policy Statement

The Athens Regional Library System is committed to providing a safe work environment and to fostering the well-being and health of its employees. That commitment is jeopardized when any Athens Regional Library System employee illegally uses drugs on or off the job, comes to work under their influence, possesses, distributes or sells drugs in the workplace, or abuses alcohol on the job. Therefore, the Athens Regional Library System has established the following policy:

- (1) It is a violation of library policy for any employee to use, possess, sell, trade, offer for sale, or offer to buy illegal drugs or otherwise engage in the illegal use of drugs on or off the job.
- (2) It is a violation of library policy for any employee to report to work under the influence of or while possessing in his or her body, blood, or urine illegal drugs in any detectable amount.
- (3) It is a violation of library policy for any employee to report to work under the influence of or impaired by alcohol.
- (4) It is a violation of library policy for any employee to use prescription drugs illegally, i.e., to use prescription drugs that have not been legally obtained or in a manner or for a purpose other than as prescribed. (However nothing in this policy precludes the appropriate use of legally prescribed medications.)
- (5) Violations of this policy are subject to disciplinary action up to and including termination.

It is the responsibility of the library's supervisors to counsel employees whenever they see changes in performance or behavior that suggest an employee has a drug problem. Although it is not the supervisor's job to diagnose personal problems, the supervisor should encourage such employees to seek help and advise them about available resources for getting help. Everyone shares responsibility for maintaining a safe work environment, and co-workers should encourage anyone who has a drug problem to seek help.

The goal of this policy is to balance our respect for individuals with the need to maintain a safe, productive and drug-free environment. The intent of this policy is to offer a helping hand to those who need it, while sending a clear message that the illegal use of drugs and the abuse of alcohol are incompatible with employment at Athens Regional Library System.

As a condition of employment, employees must abide by the terms of this policy and must notify the Athens Regional Library System in writing of any conviction of a

violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.

Employee Assistance

The library offers resource information on various means of employee assistance in our community, including but not limited to drug and alcohol abuse programs. Employees are encouraged to use this resource file, which is located (inset where). In addition, we will distribute this information to employees for their confidential use.

General Procedures

An employee reporting to work visibly impaired will be deemed unable to properly perform required duties and will not be allowed to work. If possible, the employee's supervisor will first seek another supervisor's opinion to confirm the employee's status. Next the supervisor will consult privately with the employee to determine the cause of the observation, including whether substance abuse has occurred. If, in the opinion of the supervisor, the employee is considered impaired, the employee will be sent home or to a medical facility by taxi or other safe transportation alternative – depending on the determination of the observed impairment – and accompanied by the supervisor or another employee if necessary. A drug test may be in order. An impaired employee will not be allowed to drive.

Opportunity to Contest or Explain Test Results

Employees and job applicants who have a positive confirmed test result may explain or contest the result to the library within five (5) working days after the library contacts the employee or job applicant and show him/her the positive test result as it was received from the laboratory in writing.

Confidentiality

The confidentiality of any information received by the employer through a substance abuse testing program shall be maintained, except as otherwise provided by law.

Pre-Employment Drug Testing

change ~~All~~ job applicants seeking safety or security sensitive positions in this library system will undergo testing for the presence of illegal drugs as a condition of employment. Any applicant with a confirmed positive test will be denied employment.

Applicants will be required to submit voluntarily to a urinalysis test at a laboratory chosen by this library system, and by signing a consent agreement will release the library system from liability.

If the physician, official or lab personnel has reasonable suspicion to believe that the job applicant has tampered with the specimen, the applicant will not be considered for employment.

*OSHA Standard -
found out*

This library system will not discriminate against applicants for employment because of a past history of drug abuse. It is the current abuse of drugs, preventing employees from performing their jobs properly, that this library system will not tolerate.

Individuals who have failed a pre-employment test may initiate another inquiry with the company after a period of not shorter than six (6) months, but they must present themselves drug-free as demonstrated by urinalysis or other test selected by this library system.

Employee Testing

This library system had adopted testing practices to identify employees who use illegal drugs on or off the job or who abuse alcohol on the job. It shall be a condition of employment for all employees to submit to substance abuse testing under the following circumstances:

1. When there is reasonable suspicion to believe that an employee is using illegal drugs or abusing alcohol. "Reasonable suspicion" is based on a belief that an employee is using or has used drugs or alcohol in violation of the employer's policy drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in light of experience. Among other things, such facts and inferences may be based upon, but not limited to, the following:

- (A) Observable phenomena while at work such as direct observation of substance abuse or of the physical symptoms or manifestations of being impaired due to substance abuse;
- (B) Abnormal conduct or erratic behavior while at work, or a significant deterioration in work performance;
- (C) A report of substance abuse provided by a reliable and credible source;
- (D) Evidence that an individual has tampered with any substance abuse test during his or her employment with the current employer;
- (E) Information that an employee has caused or contributed to an accident while at work; or
- (F) Evidence that an employee has used, possessed, sold, solicited, or transferred drugs while working or while on the employer's premises or while operating the employer's vehicle, machinery, or equipment.

2. When employees have caused or contributed to an on-the-job injury that resulted in a loss of worktime, which means any period of time during which an employee stops performing the normal duties of employment and leaves the place of employment to seek care from a licensed medical provider. An employer may send employees for a substance abuse test if they are involved in on-the-job accidents where personal injury or damage to company property occurs.

3. As part of a follow-up program to treatment for drug abuse.

4. When a substance abuse test is conducted as part of a routinely scheduled employee fitness-for-duty medical examination that is part of the employer's established policy or that is scheduled routinely for all members of an employment classification or group. Employees with a confirmed positive test result may, at their option and expense, have a second confirmation test made on the same specimen. An employee will not be allowed to submit another specimen for testing.

If the physician, official, or lab personnel has reasonable suspicion to believe that the employee has tampered with the specimen, the employee is subject to disciplinary action up to and including termination.

Alcohol Abuse

The consumption or possession of alcoholic beverages on library premises is prohibited. An employee whose normal faculties are impaired due to the consumption of alcoholic beverages, or whose blood alcohol level tests .05 or higher, while on duty/library business shall be guilty of misconduct, and shall be subject to discipline up to and including termination. Failure to submit to a required substance abuse test also is misconduct and also shall be subject to discipline up to and including termination.

Georgia Public Library Service

New Direction

Summary for FY 2005 State Grants to Public Libraries

Previous Process and Formula	FY 2005 Process and Formula
<p><u>Allocation of State Paid Librarian Positions</u></p> <ul style="list-style-type: none"> • 1 per county • 1 per 50,000 population up to 250,000 population <p>Plus "Miss Wessie" Positions -- systems serving under 50,000 population</p> <ul style="list-style-type: none"> • If local governmental funding is 2 times the required amount, one additional position is provided. 	<p><u>Allocation of State Paid Librarian Positions</u></p> <ul style="list-style-type: none"> • 1 Director for each system • 1 per county • 1 per 75,000 • Maximum of 10 positions for any system
<p><u>Ability to Convert Positions to Other Grants</u></p> <ul style="list-style-type: none"> • Not provided 	<p><u>Ability to Convert Positions to Other Grants</u></p> <ul style="list-style-type: none"> • Any system with over 4 positions will be required to convert 1 position to the Systems Services Grant <ul style="list-style-type: none"> ▪ Positions Vacant as of 4/15/04 in systems where conversion is required, will be converted ▪ Systems gaining positions under new formula and required to convert will do so 7/1/04 ▪ For systems with incumbents in all positions and a conversion is required, this will be accomplished through natural attrition by 7/1/2010; however, beginning in FY 2006, until mandatory conversion is done, system services base allocation will be withheld. • Any single county system may convert any or all positions over a minimum of 2 • Any multiple county system may convert any or all positions over a minimum of 1 per county • Value of converted position(s) will be \$55,000 with an annual increase equal to the rate given for state paid positions cost of living increases • Conversions will be permanent.
<p><u>Materials Grants</u></p> <ul style="list-style-type: none"> • Single county systems -- per capita only • Multiple county systems - \$3,600 base grant plus \$1,000 for each county over 2 and per capita amount <p>OCGA §20-2-305 requires BOR to annually request a minimum of \$.35 for materials</p>	<p><u>Materials Grants</u></p> <ul style="list-style-type: none"> • Per Capita only -- for FY2005, \$.35 per capita • Multiple county systems will receive a base grant of \$3,600 and a per county grant of \$1,000 for each county over 2. <p>OCGA §20-2-305 requires BOR to annually request a minimum of \$.35 for materials</p>

Previous Process and Formula	FY 2005 Process and Formula
<u>Maintenance and Operations Grant</u> <ul style="list-style-type: none"> Per Capita Only 	<u>Maintenance and Operations Grant</u> <ul style="list-style-type: none"> Becomes Per Capita Allocation of the System Services Grant
<u>Travel Grants</u> <ul style="list-style-type: none"> \$375 per allocated state paid position 	<u>Travel Grants</u> <ul style="list-style-type: none"> Becomes Travel Allocation in System Services Grant
<u>System Services Grant</u> <ul style="list-style-type: none"> Not provided 	<u>System Services Grant</u> <ul style="list-style-type: none"> Travel Allocation of \$1,000 for library system director and \$200 for each county served. Base Allocation: (Beginning FY06, not available until mandatory conversions are made) <ul style="list-style-type: none"> \$6,000 for the Headquarters County (or a single county) Per County allocation (Multiple County Systems Only) <ul style="list-style-type: none"> Population under 5,000 = \$1,500 Population 5,001 – 25,000 = \$3,000 Population over 25,000 = \$4,500 Large System Allocation <ul style="list-style-type: none"> Total system population over 100,000 = \$7,500 Per Capita Allocation <ul style="list-style-type: none"> \$.25 per capita for Headquarters County (or single county) County with population under 5,000 = \$.05 County with population 5,001 – 25,000 = \$.10 County with population over 25,000 = \$.15 Value of Converted Position(s)

Special Needs Library Update

April 14, 2004

The Special Needs Library is running smoothly. I have been doing a lot of outreach in surrounding counties. During March, I was able to visit each of the branch libraries in the Uncle Remus Regional Library System, which includes, Morgan County Library, Greene County Library, Hancock County Library, Jasper County Library, Monroe-Walton County Library, O'Kelly Memorial Library, Eatonton-Putnam Library, and W.H. Stanton Memorial Library. At each of these libraries, I have left a display filled with our applications, brochures, and business cards. I plan to visit all the libraries in the Piedmont Regional Library System in April. I also did a presentation at Madison County High School, which was attended by approximately 70 members of their faculty. Right now, outreach is very high on my priority list because of the uncertainty of the budget. We are trying to keep circulation numbers up and the number of patrons we serve maximized as well. I have an upcoming conference in Boston that has to do with our newly installed computer system KLAS. KLAS will be upgrading to a newer version soon, and this conference will be preparing us for that transition. The Special Needs Library will be participating in the summer reading program again this year for our younger readers. We will start planning and preparing for that soon, as summer approaches.

Subregional Library Grants for FY05

March 2004

DRAFT

A New Formula

A new formula is proposed for FY05. This consists of:

- **A higher base grant:**
Base grant=\$25,000.00 + \$1,000.00 per county served + \$1.00 per NLS eligible reader
- **Grant for active patrons:**
Active patrons grants=\$26.00 per active patron
An active patron has received materials through the service in the past year.
A book deposit counts as 6 patrons (per NLS standard).
- **Grant for circulation:**
Circulation grant = \$0.15 per circulation for FY03 (last full fiscal year of statistics)

Base grant + Active patron grant + Circulation grant = FY05 Subregional Grant

Why change the formula?

There are several reasons for changes to the formula:

1. The Himmel and Wilson statewide study in 2000 and the Georgia Department of Audits Performance Audit of the service in 2002 made many recommendations for changes in the service and its administration. The Keystone Library Automation System (KLAS) is the direct result of these recommendation; KLAS and the associated statewide policies and procedures related to the service have meant a higher degree of confidence in statistics from subregionals throughout the state (comparing apples to apples). One patron databases means that duplication of patrons is now greatly minimized. Since KLAS pulls materials from collections throughout the state to fill requests, circulation of items is now more even spread among the Subregionals.
2. The higher base grant, incorporating factors for both number of counties served and number of NLS eligible readers, acknowledges differences in the geographic areas and population served by the Subregional Libraries. This higher grant acknowledges the increased emphasis on outreach and travel that are necessary to reach all parts of the service area. This is also directly from the recommendations of the Performance Audit, as well as from the Himmel and Wilson study. The higher based grants also acknowledges population and estimated eligible readers difference among the service areas of the Subregionals.
3. The grant for active patrons acknowledges that a significant amount of time and energy is spent on service to active patrons. An active patron is defined as a patron who has received materials from the service within the last 12 months. Following the NLS standard, each book deposit is also counted as 6 patrons. As the focus of the Subregionals is shifting from an emphasis as fulfillment centers to an emphasis on reaching, registering, and maintaining patrons, the importance

of this portion of the grant may increase in future years. Note that many of these numbers will continue to change as we de-duplicate the statewide patron database with KLAS.

4. The grant for circulation is significantly less per circulation than in past years. The decreased emphasis on circulation is supported by the ability in KLAS to pull requested materials from Subregionals from across the state. This will become even less important to formula funding if a central fulfillment warehouse is implemented.
5. There have been decreasing funds available from the state for this service, due to significant budget reductions in FY03, FY04, and FY05.

What is the future of Subregional service in Georgia?

One of the primary goals of the Georgia Public Library Service is to increase access to services for blind and physically handicapped individuals throughout the state.

Subregional Libraries are key to this goal, as Subregionals have the ability to reach all geographic areas of the state with information on the program and its services, and the service will only be successful long-term if local relationships are established with community groups, service agencies, hospitals, nursing homes, caregivers, and other groups that support services to the blind and physically handicapped.

The Himmel and Wilson study (2000) noted that many of the Subregional Libraries in Georgia greatly exceed the minimum subregional collection size recommended by the National Library Service for the Blind and Physically Handicapped. While Subregional Libraries will continue to have choices about the collection size most appropriate for the service area, it is recommended that many of the Subregionals consider downsizing collections to retain (at minimum) the current two years of materials. If a Subregional chooses to downsize collections, the normal NLS excess process should be followed. Materials should not be sent to the Atlanta Regional Library (GLASS). Questions about the NLS process should be addressed to Linda Stetson of GLASS.

Another key goal for reorganizing NLS service in Georgia is to provide a uniform and consistent quality level of talking book service throughout the state. This service should emphasize outreach and registration of new users. Currently there are approximately 20,000 registered NLS users in Georgia. Based on the state's current estimated population, approximately 112,000 people are eligible for the service in Georgia.

Minimum Requirements for the Georgia Regional Library, Georgia Subregional Libraries, and Deposit Collections

Beginning July 1, 2004, a Subregional Talking Book Center (or TBC) in Georgia will meet the stated minimum requirements to qualify for state funds. Subregional TBCs may choose to exceed these minimums. If a Subregional Library chooses not to meet these minimums, they will have 18 months from that decision to close down. Cassette books will be offered to the NLS excess cycle; they will not be sent to Atlanta without prior approval.

What Is the Role of the Georgia Regional Library (GLASS)?

- Statewide coordinator of NLS service in Georgia.
- Ensures that NLS standards are met by the Regional and Subregional libraries.
- Statewide liaison to other related agencies and organizations within the state.
- Provides and coordinates statewide training for Subregional staff.
- Coordinates software and web OPAC issues for Subregionals.
- Provides outreach on a statewide level.
- Is a representative of the state library agency.
- Prepares and submits NLS and state reports.
- Provides coordinated press releases and public service announcements for the state.
- Publishes a newsletter, at least quarterly, in appropriate formats.
- Creates and maintains a Library Consumers' Advisory Council.
- Ensures that uniform and consistent service is provided to patrons by each of the Subregionals.
- Conduct annual Subregional evaluation visits.
- Directs the expansion of service to underserved areas of the state.
- Maintains an appropriate collection of recorded cassette and braille items that meets the reading needs of Georgia patrons.
- Provides tape duplication of titles for Subregional libraries that need replacements.
- Provides inter library loans to the Subregional libraries.
- Maintains a collection of working playback equipment and accessories, which are then offered to the Subregionals.
- The Regional librarian also currently supervises the Atlanta Subregional librarian.
- Recommends to the Georgia Public Library Service funding for the Subregional SUBREGIONALS based on number of active readers.
- Coordinates Telecom Pioneer and other volunteers for machine repairs.

What Defines a Georgia Subregional Library?

- Meets NLS/ASCLA standards of service.
- Uses the Keystone Library Automation System (KLAS) for circulation, collection maintenance, and patron and machine tracking.
- Uses computer workstations and KLAS software provided by the Georgia Public Library Service.
- Participates in monthly NLS copy allotment.
- Provides Reader Advisory services to patrons.
- Circulates materials to registered patrons and to deposit collections.
- Registers qualified individuals and institutions for NLS service.
- Maintains appropriate patron records, and updates these as needed.
- Maintains the 2 most current years' worth of talking book titles.
- Creates and maintains a consumer users' committee.

- Performs community outreach to increase number of patrons served in their service area and to continually improve service to users.
- Participates in the NLS excess cycles.
- Prepares and submits appropriate reports in a timely manner to both the Regional Library in Atlanta and NLS.
- Receives state funds based on the number of active readers. (An active reader is a qualified registered patron who receives at least one book or magazine per year).
- Signs a machine sub lending agency agreement with the Regional Library.
- Signs a Subregional Library grant agreement to provide basic minimum services.
- Receives a \$25,000.00 base grant, plus grants for number of counties served and estimated population of the service areas eligible for the service, as well as \$26 per patron, to provide service.

What Defines a Deposit Collection for the NLS Service in Georgia?

A deposit collection receives a rotating collection of books from either a Subregional Library or the Regional Library.

- A deposit collection is not an independent, semi-subregional library with a permanent collection.
- A deposit collection does not maintain a supply of NLS playback equipment and accessories beyond a small number necessary for replacing for patrons.
- Does not participate in the NLS copy allotment process.
- Does not participate in the NLS excess program.
- Does not provide written reports to NLS or the Regional Library.
- Does not have access to KLAS.
- May have access to the GLASS web site and the KLAS Web OPAC (if Internet service is available)
- Does not have use of GPLS-supplied hardware or software.
- Does not receive state funds for this service.

Subregional Libraries must sign the machine sub-ending agreement, and the Subregional Library grant agreement in order to be eligible for state grant funds.

Where Do We Go from Here?

In conjunction with library boards of trustees, local funding agencies, and Subregional Managers, the Directors of host library systems for current Subregional Libraries should carefully consider service options and choose the appropriate model of service that best meets the needs of the service area users. Although changes to current collection sizes are not mandated by the Georgia Public Library Service, Subregional Libraries are encouraged to consider the "Step Up" plan (attached) as one alternative for service.

Although budget constraints do not allow the creation of a state fulfillment center (a central warehouse) this year, GPLS will continue to request funds for this purpose.

SPECIAL NEEDS CENTER OF NORTHEAST GEORGIA

	FY 1997	FY 1998	FY 1999	FY 2000	FY 2001	FY 2002	FY 2003	FY2004
July	4,225	4,120	4,129	4,415	4,032	6,702	7,234	7,735
August	4,475	3,762	3,964	3,636	4,246	6,694	7,821	7,721
September	4,632	4,970	4,019	3,701	5,857	4,578	8,147	7,870
October	4,784	5,247	4,404	3,831	7,075	6,414	6,886	6,619
November	4,520	3,786	4,353	3,940	6,850	7,362	7,226	8,369
December	4,286	3,758	3,450	3,067	6,212	8,102	6,988	8,070
January	4,727	4,234	4,033	3,535	6,911	7,348	8,707	7,677
February	4,565	4,205	3,847	3,537	5,797	7,055	7,661	7,693
March	4,839	3,989	4,328	4,352	6,735	7,720	7,292	9,202
April	4,667	3,854	3,509	3,512	6,548	8,102	7,962	
May	4,360	3,870	3,572	4,311	6,332	6,748	7,996	
June	4,277	4,332	4,146	4,492	6,508	6,423	9,014	
TOTALS	54,357	50,127	47,754	42,632	73,103	83,248	92,934	

ATHENS CLARKE COUNTY LIBRARY BOARD
MINUTES
July 13, 2004

The quarterly meeting of the Athens-Clarke County Library Board was called to order at 4:00 by Chair, William Prokasy. Those present were Ms. Abercrombie, Ms. Childers, Ms. DeJoy, Ms. Dunn, Ms. Hartle, Ms. Hawks-Bradley, Ms. Kohl, Ms. Lane, Mr. Mokler, Mr. Timmons and Ms. Williams. Ms. Pope was excused. Ms. Bell, Mr. Bentley, and Mr. Heyl were absent. Staff included Mrs. Ames, Mrs. Atwood, Mrs. Simonds, and Mrs. Blake who recorded the minutes.

The minutes from the meeting of April 13, 2004 were approved as mailed on a motion and second from Mr. Mokler and Ms. Abercrombie.

Ms. Simonds presented the financial report for information. At the end of the fiscal year, we were within 10% of the budget in both expenditures and revenues. The budget will not have to be amended. A transfer from the reserve was not necessary partially due to a vacant position. The reserve will be used to fill the position this year. The SPLOST balance of \$12,000 will roll over into this last fiscal year of SPLOST. We will have \$82,000 total to spend.

The FY05 budget was unanimously amended to show the actual funding we will be receiving from Athens-Clarke County Unified Government on a motion from Ms. Kohl and Mr. Mokler. All increases went into salaries.

A member of the public who was present made a positive comment about the Young Adult program. The agenda was unanimously adopted as amended on a motion and second from Ms. DeJoy and Ms. Hawks-Bradley.

Staff Report -Judy Atwood, Extension Services Librarian, presented a written and oral report. She shared information about the other facilities in Clarke County; the Winterville Branch and the two grants they have recently received, and the East Athens and Lay Park Resource Centers which worked with Leisure Services to coordinate our Vacation Reading Club with their summer camp activities. We were able to expand hours at both resource centers for the summer.

Committee reports followed:

Friends of the Library - A replica of the \$15,000 check from the Friends to the library is hanging over the circulation desk. The first ever Summer Book Sale on June 16 netted \$3,632. Family Fun Day will be August 14 and Café au Libris will be November 5

Winterville - No one present but Mrs. Atwood had covered their news in her report.

Endowment -Written report attached. The brochure is currently being re-done and when it is finished a new 3 year campaign will be kicked off.

PR - No report.

Building and Grounds - No report.

Materials Complaint Committee - Diana Hartle reported that one book, a graphic novel in Young Adult, had been challenged. The complaint was tabled and a decision will be made after further discussion.

Director's Report

Friends of the Georgia Library will hold an Advocacy Workshop at the Oconee County Library on September 22. Funds are available in the regional budget to pay the registration fee for Trustees. Mrs. Ames encouraged board members to attend if possible. Mrs. Ames presented a written report and mentioned other items of interest in the board packet; a progress report on the Vacation Reading Club, the Staff Development Day schedule and the notice that former board member, Barbara Middleton's husband, Bart, had passed away.

Page Two
Athens-Clarke County Library
July 13, 2004

Unfinished Business

SPLOST Update - The Citizens Committee reduced the library's request from \$11.2 million to \$9.2 million. The missing money represents a matching state grant which our library will apply for if SPLOST passes. Our Friends will actively campaign for support of the SPLOST in the November election though library employees may not. The County Commissioners are now deciding which projects will be on the final list.

New Business

Approval of the FY05 funding contract with Athens-Clarke County was tabled until a signed copy of the contract has been returned to us.

There being no further business, the meeting was adjourned at 4:35 PM. on a motion from Ms. Lane and Mr. Mokler.

Kathryn Ames
Kathryn S. Ames, Secretary



Athens-Clarke
COUNTY LIBRARY

Endowment Fund, Inc.

Progress Report

July 13, 2004

Financial Status

- ◆ The Endowment Fund's current total is \$568,843.14

Direct Mail Campaign and Special Event Ideas

- ◆ Todd Emily, Kathryn Ames and Stacey Ferrelle have been meeting with graphic designer Kim Mayer who has been hired to design a portfolio of promotional materials for the Endowment. They are in the process of finalizing the text and pictures for the main brochure which will be used for the next phase of the campaign. The goal for this phase is \$300,000 (to be raised in the next 3 years) to be split up in the following areas: Heritage \$50,000, Youth Services \$50,000, Business Collection/Services \$50,000, Music Collection \$50,000, and General Collection/Acquisitions \$100,000.

ATHENS-CLARKE COUNTY LIBRARY BOARD
AGENDA
July 13, 2004

Call to order.

*Minutes of April 13, 2004.

Financial Report.

Amend FY05 Athens-Clarke County Budget to reflect amount
United Government of Athens-Clarke County will fund through
contract.

Public Comment.

*Adopt Agenda.

Staff Report: Judy Atwood

Committee Reports.

- 1.Friends of the Library
- 2.Winterville Library
- 3.Endowment
- 4.Public Relations
- 5.Building & Grounds
- 6.Material Complaints

Director's Report.

Unfinished Business.

SPLOST 2005 Update

New Business.

Approve contract with Athens-Clarke County for FY05 funding.

Other business.

Adjourn.

Athens-Clarke County Library
July 1, 2003 through June 30, 2004

Revenue:	FY2004	Amount		% of Budget
	Amount	Received	Balance	Received
Athens-Clarke County Commission	1,317,377.00	1,317,377.00	-	100.00%
City of Winterville	10,000.00	8,000.00	2,000.00	80.00%
ACCL Fines	80,000.00	63,804.75	16,195.25	79.76%
ACCL Copy Money	15,000.00	16,503.22	(1,503.22)	110.02%
ACCL Meeting Room	1,950.00	1,550.00	400.00	79.49%
Winterville Fines	1,000.00	680.47	319.53	68.05%
Winterville Copy	125.00	137.50	(12.50)	110.00%
Transfer from Reserve	19,750.00	-	19,750.00	0.00%
PINES Postage reimbursement ACCL		1,740.50	(1,740.50)	
PINES Postage reimbursement Winterville		127.50	(127.50)	
Interest	6,000.00	5,736.97	263.03	95.62%
Totals	1,451,202.00	1,415,657.91	35,544.09	97.55%

Expenditures:	Budget	Amount		% of Budget
	Amount	Expended	Balance	Expended
Outreach	42,000.00	42,000.00	-	100.00%
Wages/Benefits*	1,215,631.00	1,179,637.48	35,993.52	97.04%
Solinet	1,200.00	1,100.00	100.00	91.67%
Workers Compensation	6,500.00	6,500.00	-	100.00%
Staff Development	1,500.00	-	1,500.00	0.00%
Equipment Repair and Maint.	8,000.00	10,618.29	(2,618.29)	132.73%
Telephone	14,000.00	10,336.53	3,663.47	73.83%
Postage	6,500.00	6,642.42	(142.42)	102.19%
Travel	2,500.00	1,678.20	821.80	67.13%
Advertising	7,000.00	1,036.44	5,963.56	14.81%
Insurance	5,000.00	5,000.00	-	100.00%
Supplies	29,171.00	31,370.64	(2,199.64)	107.54%
Printing and Publicity	3,700.00	3,653.04	46.96	98.73%
Equipment Purchase	5,000.00	4,981.62	18.38	99.63%
Dues/Registration	1,500.00	985.00	515.00	65.67%
Cleaning Service	4,500.00	4,494.00	6.00	99.87%
Electricity	83,000.00	66,522.29	16,477.71	80.15%
Gas Heat	7,000.00	10,045.45	(3,045.45)	143.51%
Water, Sewer, Garbage	7,500.00	3,741.52	3,758.48	49.89%
Totals	1,451,202.00	1,390,342.92	60,859.08	95.81%

Revenue over (under) expenditures

25,314.99

*Includes Security / Professional Services

	<u>Budget Amount</u>	<u>Amount Expended</u>	<u>Balance</u>	<u>% of Budget Expended</u>
State Grants:				
Personnel	578,054.76	578,054.76	-	100.00%
Materials	71,049.00	71,049.00	-	100.00%
M&O Grant	109,310.66	109,310.66	-	100.00%
Travel	3,000.00	3,000.00	-	100.00%
Special Needs Learning Center	141,154.68	141,154.68	-	100.00%
	<u>902,569.10</u>	<u>902,569.10</u>	<u>-</u>	<u>100.00%</u>

SPLOST:

SPLOST Materials	90,000.00	77,772.34	12,227.66	86.41%
Lay Park Resource Center	15,000.00	9,307.48	5,692.52	62.05%
East Athens Resource Center	15,000.00	12,269.91	2,730.09	81.80%
TOTALS	<u>120,000.00</u>	<u>99,349.73</u>	<u>20,650.27</u>	<u>82.79%</u>

Total State Grants & SPLOST	<u>1,022,569.10</u>	<u>1,001,918.83</u>	<u>20,650.27</u>	<u>97.98%</u>
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Fund Equity ("Reserve")

Fund Equity ("Reserve") at 07/01/03	218,285.76
Less Reserved/ Identified Funds:	
Vacation Liability	(130,916.51)
Gifts/Endowment	(14,282.35)
One Months Operating Expense	(120,933.50)
	<u>(47,846.60)</u>

Athens-Clarke County FY2005 Proposed Budget

Revenue:	FY2004 Amount	FY2005 Amount
Athens-Clarke County Commission	1,317,377.00	1,395,745.00
City of Winterville	10,000.00	10,000.00
ACCL Fines	80,000.00	80,000.00
ACCL Copy Money	15,000.00	15,000.00
ACCL Meeting Room	1,950.00	1,950.00
Winterville Fines	1,000.00	1,000.00
Winterville Copy	125.00	125.00
Transfer from Reserve	19,750.00	16,470.00
Interest	6,000.00	6,000.00
Totals	1,451,202.00	1,526,290.00

Expenditures:	Budget Amount	Budget Amount
Outreach	42,000.00	42,000.00
Wages/Benefits	1,176,334.00	1,251,422.00
Solinet	1,200.00	1,200.00
Workers Compensation	6,500.00	6,500.00
Staff Development	1,500.00	1,500.00
Equipment Repair and Maint.	8,000.00	8,000.00
Telephone	14,000.00	14,000.00
Postage	6,500.00	6,500.00
Travel	2,500.00	2,500.00
Advertising	7,000.00	7,000.00
Insurance	5,000.00	5,000.00
Supplies	29,171.00	29,171.00
Printing and Publicity	3,700.00	3,700.00
Equipment Purchase	5,000.00	5,000.00
Dues/Registration	1,500.00	1,500.00
Security and Professional Services	39,297.00	39,297.00
Cleaning Service	4,500.00	4,500.00
Electricity	83,000.00	83,000.00
Gas Heat	7,000.00	7,000.00
Water, Sewer, Garbage	7,500.00	7,500.00
Totals	1,451,202.00	1,526,290.00

revenue over (under) expenditures

-

Athens-Clarke County Library Board of Trustees

July 13, 2004

East Athens and Lay Park Resource Centers

- Expanded summer hours at East Athens and Lay Park Resource Centers have increased library attendance and use of library materials at both centers. The extended hours have made literacy a daily part of many children's summer activities.
- Vacation Reading Program activities were incorporated into "It's the Kids that Count!" summer camp sponsored by the Athens-Clarke County Department of Leisure Services. This cooperative venture has allowed the libraries to reach many children this summer who do not normally visit the library. At Lay Park, over 150 children have enrolled in the Vacation Reading Program. At least 80 of those children have earned incentive prizes.
- The recent acquisition of over 80 children's and adult audio books to each center has been very popular. The audio books may be checked out or listened to in the library on cassette players.
- The Lay Park Resource Center was open during the Clarke County Board of Education's Intersession during May. The library provided special programming and other library activities for the children attending this week long camp.
- Starting August 1, Chutney Sumpter will be the new branch manager at the Lay Park Resource Center.

Winterville Branch Library

- The 2003 Ezra Jack Keats Foundation mini-grant provided the funding for *Jenny's Hat* special after-school program. Thirteen children and their caregivers participated in this April event. After listening to the story, the children decorated hats with a variety of artificial flowers, fruit, birds, and ribbons. Each child was given a paperback copy of Keats' book to take home.
- The Winterville Branch Library was recently awarded the *We the People Bookshelf on Courage* from the National Endowment for the Humanities. The library received 15 new books. In addition, the library will sponsor a four week program, "Finding Your Voice: Courage to Speak Out," based on the *We the People Bookshelf*.
- The Vacation Reading Program activities have been very successful this summer. The special events have attracted an average of 24 children for each program.

July 2004
Director's Report

In April, I attended Creating Policies for Results sponsored by the Public Library Association and held in Scottsdale, Arizona. It was a very worthwhile program that focused on defining the elements that should be included in every policy. I learned that we put entirely too many procedures into our policies so as we work towards updating our policy manual, we'll try to eliminate them.

Immediately after returning from Arizona, I was the panel moderator for a program on serving the Latino community for the National Diversity Conference sponsored by Southeastern Library Information Network meeting in Atlanta. Gail Firestone [Youth Services] and Sister Margarita Martin joined me for this presentation. It was one of the few for public librarians at this conference and we have received great feedback from librarians across the Southeast. We will be offering the same program for the Georgia Library Association meetings in October. In fact, our staff is offering at least six programs for GLA. Judy Atwood, Debbie Thrasher, and Suzie DeGrasse are presenting "The *Almost* Virtual Training for Supervisors: a Model for Staff Development when time, place and budget are limited"; Clare Auwarter is hosting author Bettye Stroud and attorney Cathy Helms; I'm doing two programs on Managing for Results and Creating Policies for Results plus a breakfast here for all conference attendees sponsored by Unique Management.

Probably the most involved project was the development of the Athens SPLOST 2005 proposal which will add 17,000 square feet to the headquarters building and renovate the rest of the facility. Out of the 58 proposals submitted to the Citizen's Advisory Committee, four including the library project, were unanimous choices of this Committee. We are now waiting for Commission approval. As a part of the review process and the need to include as many projects as possible, our budget was reduced from 11.2 to 9.2 million dollars. My goal now is to work to be certain that State Construction Funds will be ready when we are! This project will be on the ballot in November.

Oglethorpe County has been working on their strategic plan for the last 2 months. After several meetings with the Planning Committee to define roles and community needs, we met with the staff and began brainstorming ideas for goals and objectives. This will still some fleshing out, but it's a great beginning. It's very difficult to envision a future when funding is so tight. However, Oglethorpe County has great Friends and they are committed to helping the library grow.

The Friends groups in every community have helped us develop a very busy program of summer activities for every location. Without their help, summer would be very dreary! Be sure to thank each of these groups for their support.

Georgia Public Library Service cancelled implementation of the New Directions plan for this fiscal year. They had not gotten approval from the Office of Planning and Budget for this change in formulas, and it will be delayed until next year. I did go ahead and convert the one position this year as discussed at the April meeting.

There are two changes in PINES policy. First, the mailing contract RFP has closed and the bids are being reviewed. This should be implemented by the end of the summer and should result in postage savings. If the cost of this courier system is as reasonable as we expect, we will hope to have a courier box in every county to help facilitate book exchanges among the state's public libraries. Second, GPLS has decided to spend a year working on the development of an in-house automation system. They will be using an "open source" program that allows them to build a new system using the prototype of an automation system used in Europe. The Board of Regents has approved this and is committing funding towards development. If this is successful, it will offer a huge improvement over the existing software.

After two years of very low turn-over, we suddenly are faced with personnel changes in most facilities throughout the region. Several employees have graduated and are moving on with their professional growth, others are moving to take new positions in other areas of the state, and one is going to library school! We've been fortunate to have a wide variety of applicants to choose from and I think we'll continue to have a great staff!

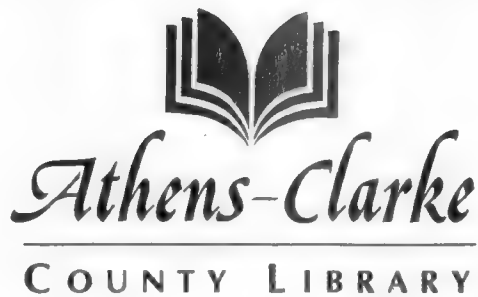
At the regional board meeting, we will be discussing some changes in the Talking Book Centers grants. Stacey Chandler and I will be attending a meeting in Macon on July 20 to learn more details, but the library system will be required to contract with GPLS for funding. We will also be developing a new plan of service focusing on outreach to the 21 counties. While there was no funding to cover the costs of a centralized mailing facility, this remains the direction of the service.

We anticipate the arrival of the Gates computer replacements by the end of September. GPLS is hoping to replace approximately $\frac{1}{4}$ of all computers this year and to initiate a 4-year cycle of replacement. This is great news for us as getting local funding for equipment replacement is difficult.

Our preliminary numbers indicate another very busy year. Athens Regional Library System had the highest number of PINES loans as well as receipts of books from other libraries of all the participating libraries in the system this past quarter. We also have the highest number of fines due from patrons—over \$128,000. That figure alone helps to justify the use of Unique Management Collection services.

I hope you all have a great summer! Read at the beach or wherever you go! I just returned from Costa Rica where I visited the National Library and a brand new branch library at Manuel Antonio beach. I'm so thankful everyday for what we have here. Thanks for all the work you do to help support our libraries.

Please note: the final SPLOST list has not yet been completed. The Mayor and Commission will be making final decisions in the next few weeks.



A Place Where Everybody Belongs

With SPLOST 2005 funds, we will be able to meet the following needs expressed by our patrons:

Encourage Lifelong Learning

◆ **Add More Books** - The Citizens Advisory Committee has recommended budgeting \$120,000 per year for this purpose over six years. This will help us narrow the gap on Georgia Library Standards of 2 books per capita and .2 AV items per capita. The proposal also includes adding shelving to house new books.

Bridge the Digital Divide

◆ **Upgrade Technology Centers** - All patrons will have equal access to leading technology in centralized areas on both floors, including wireless networking and a group instruction area available for classes and public use.

Cherish Our Local History

◆ **Expand the Heritage Room** - The rising popularity of genealogical research and an increasing interest in local history demand the expansion of the Heritage Room. This expansion will provide adequate space to house our extensive and ever-growing local history, genealogy and digital archival resources, as well as provide a comfortable environment for researchers.

Meet the Needs of All Athenians

◆ **Make the Library More User-Friendly** - Upgrading and expanding our technology, improving patron access to the library's entrance, providing more comfortable designated "quiet" spaces and offering vending areas are just some of the ways we intend to make the library more "user-friendly" and improve service to our patrons.

◆ **Expand the Parking Lot by 40 Spaces**

◆ **Ensure that the Building Meets Americans with Disabilities Requirements** - Improvements include easier access to the Auditorium stage, moving the Special Needs Library near the front entrance of the library and ensuring that all shelves in the library are wheelchair accessible.

◆ **Expand the Children's Area** - Enlarging this often crowded area provides additional space for more books, children's programming and activity.

◆ **Expand the Young Adult Area** - Improving this area allows activity space for YA programming, a gathering area for teens and room for a growing YA collection.

Support Economic Development

◆ **Expand the Business Collection** - An expanded business collection will offer up-to-date resources for a variety of business interests ranging from local business start-ups to global industries.

◆ **Add Meeting Space** - Adding a large 200-seat meeting space, upgrading the Auditorium with additional seating, providing small study rooms and supplying a vending area will allow us to meet public demand.

FY05 Independent Agency Budgets

The Library's priorities for funding increases are:

1. \$29,750 for FY04 operating expenses funded by a transfer from reserves
2. \$30,595 3% salary increase for all locally funded employees
3. \$90,000 materials budget to replace reduction of SPLOST 2000 funds
4. \$63,312 to upgrade the salaries of three locally funded Librarian positions to match state funded positions
5. \$7,500 for cleaning services (\$4,500) and utilities (\$3,000)
6. \$17,773 to increase all employees to minimum \$8/hr. pay
7. \$15,000 reader printer replacement
8. \$5,000 security cameras

The Mayor's Recommended Budget includes \$78,368 for the following: \$30,595 for a 3% salary increase of locally funded employees as requested; \$17,773 to increase all employees to a minimum of \$8.00/hr. as requested; and \$30,000 to partially fund the upgrade of salaries for three locally funded librarian positions. The total recommendation for the Library is \$1,395,745, a 5.9% increase over FY04.

Legal Aid – The UGA Legal Aid & Defender Clinic requested \$570,577 to fund this program for the first six months of FY05. Their requested increase, on an annual basis totals \$38,793. This amount would provide a 2% increase (\$32,995) of compensation for the UGA employees currently working at the Clinic and \$16,000 for the addition of a part-time computer technician that was previously paid by the School of Law. Athens-Clarke County's portion of this cost is \$33,925 for the full year.

The Legal Aid & Defender Clinic already functions as a Circuit Public Defender Office, in much the way envisioned by the Indigent Defense Act. However, the Act has the effect of shifting the management of the Circuit Public Defender Office from the University of Georgia School of Law to the newly created Georgia Public Defender Standards Council (GPDSC). During calendar year 2004, the GPDSC will take over all functions of the Georgia Indigent Defense Council, which as a result of the Act no longer exists. Through December 31, 2004, the GPDSC will continue to administer grants to counties to help defray the cost of indigent defense. The amount of funding the Unified Government must appropriate to comply with the Indigent Defense Act starting in 2005 is contingent on both the amount of funding the Legislature appropriates this year as well as the number of staff that will be required pursuant to caseload standards set by the new GPDSC.

The ACC Finance Department recommends that the FY05 Budget include the cost to provide indigent defense through the UGA Legal Aid Clinic for the first six months of FY05 requested at \$570,577. In addition, it is recommended that a like amount be included in the FY05 Budget in anticipation of funding requirements for the new office of the Circuit Public Defender. Information received to date notes that the Circuit Public Defender, the head of this new office, will be selected by a panel appointed for each judicial circuit. The Circuit Public Defender and several other positions in the office will

Workshops

Friends of Georgia Libraries (FOGL)

(**Please note that the information provided below is tentative to assist in planning only and may be subject to change.)

Tentative Description:

These half day workshops, sponsored by the Friends of Georgia Libraries (FOGL), will be offered to community members, friends, library staff and trustees to encourage the creation or strengthening of effective Friends of Libraries groups in Georgia. There will be a strong focus on the importance of the active involvement of Friends groups in advocacy efforts at the local and state levels. The training will be very hands-on and step by step in moving Friends groups to a new level of effectiveness in support of libraries in the state of Georgia. **Refreshments and box lunches are included in registration fee of \$8.00.**

Trainers:

Sally Reed, FOLUSA

Peter Pearson, President, The Friends of the Saint Paul Public Library

Other Speakers:

Dr. Lamar Veatch, State Librarian, Georgia Public Library Service

FOGL Steering Committee

Monday, September 20, 2004 –Statesboro, GA

10:00a.m. -2:00p.m.

Statesboro Regional Library, 124 South Main Street, Statesboro, GA 30458-5246

Phone: 912-764-1329; Fax: 912-764-1348; Web: <http://www.srls.public.lib.ga.us/>

Tuesday, September 21, 2004 –Tifton, GA

10:00a.m. -2:00p.m.

Coastal Plain Regional Library, 2014 Chestnut Avenue, Tifton, GA 31794-3108

Phone: 229-386-3400; Fax: 229-386-7007; Web: <http://www.tift.public.lib.ga.us/>

Wednesday, September 22, 2004 –Watkinsville, GA

10:00a.m. -2:00p.m.

Oconee County Library, 1080 Experiment Station Road, Watkinsville, GA 30677

Phone: 706-769-3950; Fax: ; Web: <http://www.clarke.public.lib.ga.us/oconee.html>

Thursday, September 23, 2004—Marietta, GA

10:00a.m. -2:00p.m.

Cobb County Public Library, 266 Roswell Street, Marietta, GA 30060

Phone: 770-528-2320; Fax: 770-528-2349; Web: <http://library.cobbcat.org>

Sponsored by:

Friends of Georgia Libraries (FOGL)

Our Mission:

- to create an informed statewide voice for Georgia's libraries through a grassroots network of citizens who communicate the value of libraries as essential community services;
- to strengthen the ability of local Friends organizations to support their libraries.

G. Barton Middleton
Bakersville, N.C.

G. Barton Middleton, 65, of Roan View Drive, Bakersville, N.C., formerly of Athens, died Sunday morning, July 4, 2004, in Lexington (N.C.) Memorial Hospital.

Mr. Middleton was born in McCaysville, Ga., on Jan. 17, 1939 to Frank L. and Thelma Jean Middleton. He graduated from the University of Georgia in 1961 with a degree in journalism. After working as a reporter for the Atlanta Constitution, he spent his career in economic development and organizational management, serving as the executive director of Chambers of Commerce in Salisbury, Md., Alexandria, Va. and Athens, Ga. he also taught in Chamber of Commerce Summer Institutes. After Mr. Middleton's retirement, he and his wife of 43 years, Barbara Mann Middleton, purchased and restored an 1870s farmhouse in the North Carolina Mountains. Mr. Middleton took great pleasure in the relaxed mountain lifestyle, and enjoyed exploring the area with his wife and his dogs, Bebe and Millie. At the time of his death, he was director of the Main Street Program in Spruce Pine, N.C. and was active in the Rotary Club and other civic activities and committees. He was an elder in the Presbyterian Church and a member of First Presbyterian Church of Spruce Pine. His parents and a brother, Frank L. Middleton, Jr., preceded Mr. Middleton in death.

Graveside services are today at 4 p.m. at Lexington City Cemetery with Rev. John K. Ferrec officiating.

He is survived by his wife, Barbara Mann Middleton of the home; a daughter, Elizabeth Wesley Middleton of Seattle, Wash.; brother, Reece Middleton and his wife Marshall of Shreveport, La; a nephew, Don Middleton of Staunton, Va.; and a niece, Lindsey Baccino of Wales, U.K.

In his wife's family he is survived by his mother-in-law, Mary M. Mann of Lexington; his sisters-in-law and their husbands, Susan and Gary Kimbrell of Abingdon, Va., Beverley and Bob Lester; of Lawrenceville, N.J.; a nephew, Christopher Fichera; and a niece, Lauren Fichera, both of New York, N.Y.

The family will greet friends at the home of Mrs. J.W. Mann, Jr., 207 Chestnut St., Lexington. Memorials may be made to the American Heart Association, 202 Centerport Drive, Suite 100, Greensboro, N.C. 27409.

Davidson Funeral Home, Lexington, N.C., is in charge of arrangements.

Athens Banner-Herald, July 6, 2004

Progress Report
Vacation Reading Program
Summer 2004

The Youth Services areas of the library are bustling with families and children attending programs and reading for incentives as the library continues to be the 'cool' place to be in the summer.

Some highlights:

- ❖ The last week in June saw the auditorium filled over and over as we presented the summer puppet show, "And the Dish Ran Away With the Spoon".
- ❖ Folk singer/storyteller Pat Lyons entertained the children with his guitar, concertina, and other fun instruments on July 6th.
- ❖ On July 8th the Athens-Clarke County Firefighting puppets presented their annual program for a packed house.
- ❖ Local storyteller, Dorothy Holt led a rousing story program with lots of audience participation when she presented rhythms and rhymes songs and stories with her own special twist.
- ❖ Guest entertainer, Amber Fetner, led a hand-drumming workshop for a capacity crowd of teens yesterday. Within an hour she had the children (aged 11-16) drumming together as though they had rehearsed for days!

So far 40 children enrolled in the reading incentive program have reached or exceeded the '100- Books- Read' mark. Those who reach the 100 book mark by July 26 will be eligible to attend a pizza party and special marionette show, Animalympics, by Peter Hart of Atlanta.

Once again this year, First American Bank and Trust, is our corporate sponsor for a free book to each child who reads 40 books and will provide prizes for an end-of-summer raffle drawing.

STAFF DEVELOPMENT DAY

TENTATIVE SCHEDULE

September 15, 2004

8:30	MUFFINS & COFFEE			
8:45				
9:00	STATE OF THE LIBRARY			
9:15				
9:30	SPECIAL NEEDS PROGRAM			
9:45				
10:00	BREAK			
10:15				
10:30	KEYNOTE SPEAKER- CUSTOMER SERVICE			
10:45				
11:00	PINES I	DEVELOPING STORYTIMES	ELECTRONIC RESOURCES	P.R. & MICROSOFT PUBLISHER
11:15				
11:30				
11:45				
12:00				
12:15				
12:30	LUNCH			
12:45				
1:00				
1:15				
1:30	KEYNOTE SPEAKER- DIFFICULT PATRONS			
1:45				
2:00				
2:15	BREAK			
2:30	PINES II	IDENTIFYING RARE BOOKS	STRESS & TIME MGT	CRAFT BAZAAR
2:45				
3:00				
3:15	FUN TIME & DOOR PRIZES			
3:30				
3:45				
4:00				

Circulation Statistics FY2003

Athens-Clarke

	FY 1997	FY 1998	FY 1999	FY 2000	FY 2001	FY 2002	FY 2003	FY2004
July	55,778	59,763	53,095	52,481	52,053	54,412	61,427	56,169
August	51,049	52,539	46,296	47,218	47,525	45,419	49,293	46,784
September	48,448	48,296	41,867	41,387	43,002	*41,353	47,240	48,377
October	53,421	53,942	43,436	43,845	45,942	47,122	57,452	50,682
November	51,259	50,775	43,864	42,818	42,981	45,608	45,848	47,586
December	41,807	42,033	36,543	34,062	35,233	35,416	37,140	39,831
January	56,711	50,636	44,732	44,353	45,612	46,477	46,254	47,850
February	54,296	45,637	44,442	44,795	43,846	46,153	45,418	46,870
March	54,039	48,537	47,647	47,750	48,111	49,845	49,447	51,329
April	53,399	42,423	43,149	44,551	43,275	49,952	47,080	44,599
May	51,205	42,166	39,685	43,412	43,311	48,281	48,821	45,217
June	59,527	52,335	55,027	56,060	57,630	57,337	61,775	60,061
TOTALS	630,939	589,082	539,783	542,732	548,521	526,022	597,195	585,355
In-House Use						496,860	443,508	379,730

*PINES system down 18 hours

Athens -Materials Reshelfed After Use

	FY 1997	FY 1998	FY 1999	FY 2000	FY 2001	FY 2002	FY 2003	FY2004
July					1,703	2,486	1,974	2,260
August					2,727	1,498	2,239	2,328
September					2,012	2,150	2,678	2,505
October					2,515	2,723	3,116	2,352
November					1,956	*1,995	2,295	1,787
December					1,378	1,554	2,091	2,284
January				1,369	2,014	1,626	2,293	2,045
February				2,331	1,975	2,467	2,335	2,736
March				2,521	2,281	2,784	2,308	3,397
April				2,408	2,254	2,781	2,541	2,433
May				1,796	2,042	2,328	2,466	2,278
June				2,207	2,295	2,241	2,113	2,860
TOTALS				12,632	25,152	24,638	28,449	29,265

*Prior to Nov, 2002, In-l house numbers were included in Athens Circulation.

Winterville

	FY 1997	FY 1998	FY 1999	FY 2000	FY 2001	FY 2002	FY 2003	FY2004
July	802	671	784	961	877	1,174	1,295	1,616
August	609	394	541	773	857	909	1,026	1,103
September	501	394	414	660	577	2,543	1,006	1,216
October	386	552	432	681	578	738	990	990
November	440	523	376	629	697	723	1,097	874
December	296	291	355	497	487	479	618	1,137
January	475	421	308	579	970	598	760	922
February	426	372	367	507	912	818	771	743
March	542	381	495	641	929	818	927	1,096
April	727	481	429	370	613	676	706	807
May	512	420	442	512	753	1,139	1265	973
June	555	656	823	709	925	1,544	1018	1,407
TOTALS	6,271	5,556	5,766	7,519	9,175	12,159	11,479	12,884
In-house Use							11,596	3,562

Bookmobile

	FY 1997	FY 1998	FY 1999	FY 2000	FY 2001	FY 2002	FY 2003	FY2004
July	2,307	1,579	742	1,668	1,684	1,905	3,391	397
August	2,148	1,099	826	1,346	1,558	581	1,078	262
September	3,024	902	1,206	1,206	1,449	13	1,765	286
October	2,360	1,387	1,270	921	1,547	829	2,126	2,174
November	2,490	1,155	1,640	1,717	832	1,487	1,530	219
December	2,166	1,311	1,057	1,083	715	1,162	1,826	195
January	1,947	1,085	1,704	1,276	1,119	2,256	2,243	131
February	1,477	976	1,380	876	66	2,576	1,589	1,820
March	1,921	1,363	2,042	1,074	1,747	1,335	950	1,858
April	2,046	1,382	1,220	1,234	1,282	1,456	1,826	143
May	1,230	580	942	757	935	1,075	1,558	292
June	1,733	776	1,871	2,457	1,589	559	194	377
TOTALS	24,849	13,595	15,900	15,615	14,523	15,234	20,076	8,154

East Athens Resource Center**FY2003 FY2004**

July		133
August		80
September		234
October	33	917
November	9	426
December	193	585
January	158	635
February	227	538
March	148	533
April	129	837
May	111	578
June	52	777
TOTALS	1,060	6,273
In-House Use	639	10,166


Lay Park Resource Center**FY2003 FY2004**

July		137
August		73
September		382
October	4	381
November	49	385
December	238	423
January	167	373
February	112	124
March	160	177
April	127	139
May	118	172
June	44	3,894
TOTALS	1,019	6,660
In-House Use	999	13,988

The Sixties: America's Decade of Crisis and Change

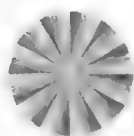


a series at

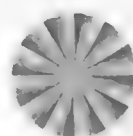

Athens-Clarke
COUNTY LIBRARY

The Athens-Clarke County Library is one of 25 libraries in the nation selected to host the film discussion grant, *The Sixties: America's Decade of Crisis and Change*. The decade of the 1960s was the most turbulent, perhaps the most memorable, and no doubt the most controversial in the twentieth Century. The debate over its legacy has by no means been resolved; it continues to generate emotional reactions, an extraordinary mix of memories, and a wide range of interpretations as to its origins, content and consequences. The decade is filled with history making incidents - the Cuban Missile Crisis, the massive struggle for civil rights, undeclared war in Vietnam, the landing on the moon - and rich in personalities - JFK, Lyndon Johnson, Richard Nixon, MLK, Malcolm X, Abbie Hoffman, Huey Newton, the Beatles, and Janis Joplin.

Join us as Dr. Robert Pratt, Professor of History at the University of Georgia, leads the series for six consecutive Thursday evenings starting August 12. Congressman John Lewis kicks-off the series on Sunday, August 8, and Dr. Steve Valdez concludes the programming on September 19 with a discography of the music of the decade.



EVENT CALENDAR



All events are free and open to the public and will be held in the Athens-Clarke County Library Auditorium. Call the library at (706) 613-3650, ext. 340 or stop by at 2025 Baxter Street to register for the film discussions.

Sunday, August 8 at 3:00 p.m.

Congressman John Lewis initiates the series by discussing his book *Walking with the Wind: A Memoir of the Movement*. During the height of the Civil Rights Movement, from 1963 to 1966, Lewis was Chairman of the Student Nonviolent Coordinating Committee (SNCC), which he helped form. SNCC was largely responsible for the sit-ins and other activities of students in the struggle for civil rights. Despite more than 40 arrests, physical attacks and serious injuries, John Lewis remained a devoted advocate of the philosophy of nonviolence. Elected to Congress in November 1986, Lewis represents Georgia's Fifth Congressional District.



Thursday, August 12 at 6:45 p.m.

Session 1: The Politics of Reform

Segments from *The Century* (1960-1964 Poisoned Dreams) and *LBJ* (My Fellow Americans) provide an overview of the political history of the first half of the 1960's.



Thursday, August 19 at 6:45 p.m.

Session 2: Freedom Bound: The Struggle for Civil Rights

The award winning documentary *Freedom On My Mind* interweaves interviews of black and white students and civil rights workers who came together in the summer of 1964 for the Voter Campaign Project in Mississippi.



Thursday, August 26 at 6:45 p.m.

Session 3: Vietnam: The Lengthening Shadow

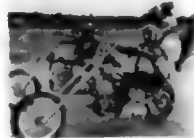
Segments from *LBJ (We Shall Overcome)* and *Vietnam: A Television History (America Takes Charge)* show Johnson ordering the first American fighting troops to Vietnam and explores the combat experiences of soldiers who fought between 1965-67.



Thursday, September 2 at 6:45 p.m.

Session 4: The Counter Culture

Breaking Boundaries, Testing Limits explores the emergence of the youth movement of the 1960's that became known as the counterculture. Before the end of the decade, millions of young people would experiment with rebellion in many forms.



Thursday, September 9 at 6:45 p.m.

Session 5: The War at Home

In a Dark Time looks at the growing anti-war movement from 1965-1968, as the U.S. begins sending troops to Vietnam. Outrage against the war would challenge America's assumptions about democracy and patriotism.



Thursday, September 16 at 6:45 p.m.

Session 6: 1968: Rage and Reaction

Segments from *Making Sense of the Sixties* and *Nixon* highlight the major events of 1968 and chronicle Nixon's election as the 'law and order candidate.'

Sunday, September 19 at 3:00 p.m.

Dr. Steve Valdez, UGA Associate Professor of Music History, explores the decade through its music. Listen to the music which reflected the turbulent times and helped define the issues and conflicts of the period: the Grateful Dead, Jimi Hendrix, Bob Dylan, Joan Baez and others. *Hair* shocked and fascinated audiences, while *We Shall Overcome* became the refrain of a movement.

**Come to the Athens-Clarke County Library to
check out books and videos on this topic!**

Additional Resources:

- Robert Dallek. *Flawed Giant: Lyndon Johnson and His Times, 1961-1973*. (Bio Johnson)
Arthur Schlesinger, Jr. *A Thousand Days: John F. Kennedy in the White House*. (973.922 SCH)
James T. Patterson. *Grand Expectations: Postwar America, 1945-74*. (973.92 PAT)
Robert F. Kennedy. *Thirteen Days: A Memoir of the Cuban Missile Crisis*. (973.922 KEN)
Anne Moody. *Coming of Age in Mississippi*. (Bio Moody)
David Halberstam. *The Children*. (323.1196 HAL)
David Halberstam. *The Best and the Brightest*. (973.92 HAL)
George C. Herring. *America's Longest War: The United States and Vietnam, 1950-1975*. (959.704 HER)
Michael Herr. *Dispatches*. (959.7043 HER)
Terry H. Anderson. *The Movement and the Sixties*. (303.48 AND)
Joan Didion. *Slouching Towards Bethlehem*. (Fic DID)
Norman Mailer. *Armies of the Night*. (323 MAI)
Theodore H. White. *The Making of the President, 1968*. (329 WHI)
John Lewis. *Walking with the Wind*. (Bio Lewis)
Robert A. Pratt. *We Shall Not Be Moved: the Desegregation of the University of Georgia*. (378.758 PRA)

For more information:

<http://www.ala.org/ala/ppo/currentprograms/thesixties/sixtiesamericas.htm>
and <http://www.1960s.org>

*This series is made possible by funding from the
American Library Association, the National Endowment
for the Humanities and National Video Resources.*

2004 User Survey Results

Number of completed Surveys	366	45	12	28	6	35	48	11	49	3
1. Which of the library's services do you use?	A-CC	Bog	E. Athens	Lav.	Lay Pk	Mad	Oconee	Ogle	Roy	Wint
Reference help by telephone.	47	13	2	3	0	6	9	1	4	0
Materials renewal by telephone.	107	27		5	0	13	24	3	8	1
Accessing the library's catalog from home.	65	26		2	1	8	9	0	6	2
Reference help at the library.	151	29	2	12	5	17	21	5	14	0
Checking out books.	316	44	6	22	6	29	42	10	40	3
Using a copy machine.	158	27		19	1	22	27	8	26	1
Accessing the internet.	208	22	9	23	6	23	18	11	38	2
Using programs in the (ETC).	30									
Accessing electronic databases from the library's website	49	4	1	5	0	5	6	1	7	1
Checking out audiovisual materials.	187	28	1	10	2	19	22	8	18	1
Reading magazines or newspapers in the library.	156	30	7	12	6	20	16	7	22	2
Using the Special Needs Library of Northeast Georgia.	8	0		1	0	0	1	1	1	0
Registering to vote	28	1		3	0	4	2	1	2	0
Using the meeting room(s).	60	14		3	0	8	7	4	1	1
I don't use anything.	1		1							
Other (please write in below)										
see next section										
2. Why do you come to the library?	A-CC	Bog	E. Athens	Lav.	Lay Pk	Mad	Oconee	4 Roy	Wint	
To attend library sponsored programs	109	27	1	9	5	9	11	3	7	1
To attend non-library sponsored programs	45	3		2	0	4	5	2	1	2
To hold a program or meeting.	25	5		0	0	1	5	4	1	1
To access business or career information.	62	6	3	3	0	9	8	3	16	0

6. When you come to the library, do you find what you want?	A-CC	Bog	E. Athens	Lav.	Lay Pk	Mad	Oconee	Ogle	Roy	Wint
Always	57	13	5	9	4	8	14	3	14	0
Usually	220	28	3	17	1	23	27	8	31	2
Sometimes	46	3	3	2	1	0	7	0	3	1
Rarely	2	0		0	0	0	0	0	0	0
Never	0	0		0	0	0	0	0	0	0
7. Which library or extension do you use most often?										
Athens-Clarke County Library	356	7	4	5	0	7	7	1	17	2
Branch/Resource Centers in Clarke County	8	0	7	0	6	0	0	0	0	3
Branch in Franklin, Madison, Oconee or Oglethorpe	27	38		24	0	28	41	11	37	0
Bookmobile	2	0		2	0	0	0	0	0	0
Special Needs Center of N.E. Georgia	4	0		1	0	0	0	0	0	0
8. Why do you visit this library or extension most often?										
Closest to your home?	236	35	5	26	4	29	33	9	42	3
Closest to work?	46	3	3	4	0	4	2	2	5	0
Closest to school?	40			1	1	5	2	1	2	0
I like the collection.	208	8	2	1	2	6	10		2	1
I get friendly service.	82	31	5	13	4	14	24	6	19	1
Other			1							
see next section										
9. Rate these services on a level of importance to you.										
General Reference										
1 Not at all Important	21	1		3	0	1	1	0	1	0
2	21	3		1	0	1	8	0	4	1
3	61	10	2	5	0	8	8	2	7	0
4	106	14		9	0	11	12	4	12	0
5 Very Important	145	15	8	10	5	14	16	4	23	2

	A-CC	Bog	E. Athens	Lav.	Lay Pk	Mad	Oconee	Ogle	Roy	Wint
Business Reference										
1 Not at all Important	101	7			11	4	8	18	1	3
2	57	12			3	0	7	6	2	3
3	70	9			6	1	8	7	4	12
4	57	7	2		5	0	3	5	1	10
5 Very Important	50	4	8		2	1	5	5	2	11
Children's programming										
1 Not at all Important	110	4			10	0	10	13	0	10
2	31	3	1		2	0	1	4	0	3
3	30	3			2	0	4	6	2	4
4	60	4	1		1	0	2	6	3	5
5 Very Important	113	29	5		11	5	16	14	5	23
Adult programming										
1 Not at all Important	67	3	1		6	2	4	4	1	3
2	28	3			4	0	3	4	0	4
3	69	8			5	1	9	8	2	10
4	82	16	3		4	0	8	10	2	12
5 Very Important	93	13	3		8	3	9	15	5	17
Extensive new book selection										
1 Not at all Important	38	0			2	0	3	1	0	0
2	24	1			1	0	0	1	0	0
3	47	4			5	0	4	6	1	5
4	82	12	2		5	0	9	6	2	9
5 Very Important	171	26	8		16	5	17	31	8	34

		A-CC	Bog	E. Athens	Lav.	Lay Pk	Mad	Oconee	Ogle	Roy	Wint
Magazine and newspaper subscriptions											
1	Not at all Important	56	3		5	1	7	10	0	4	0
2		42	5	1	3	0	2	8	2	1	1
3		81	11	1	9	0	8	7	0	12	0
4		78	10		5	0	7	8	3	14	1
5	Very Important	92	15	8	6	5	8	13	6	15	1
Videos, CD's available for checkout											
1	Not at all Important	47	3	1	4	3	6	5	2	2	1
2		28	1	1	4	0	2	6		6	0
3		68	11	1	5	0	5	9	1	10	0
4		83	8	1	9	0	9	6	3	12	1
5	Very Important	118	14	4	7	3	10	20	4	15	1
Availability of Meeting rooms											
1	Not at all Important	143	13		13	3	7	19	1	14	1
2		55	9		3	0	2	8	1	10	1
3		55	7		6	1	10	6	3	14	0
4		40	5	3	2	0	8	5	3	2	1
5	Very Important	41	6	3	2	2	6	8	2	5	0
Internet Access											
1	Not at all Important	67	7		0	0	5	16	0	3	0
2		26	5		3	0	1	3	0	3	2
3		34	10		2	0	3	7	0	3	0
4		42	7	1	6	0	6	2	2	3	0
5	Very Important	173	13	9	15	5	19	17	9	33	1

	A-CC	Bog	E. Athens	Lav.	Lay Pk	Mad	Oconee	Ogle	Roy	Wint
Accessing electronic databases from the library's website										
1 Not at all Important	101	10		7	4	13	19	2	8	1
2	49	7		6	0	2	6	0	6	0
3	52	13	1	3	0	5	9	3	8	1
4	48	2	1	5	0	4	3	2	5	0
5 Very Important	90	8	4	7	2	8	7	3	18	0
Are there any more services not listed above that are important to you?										
10. Overall, how would you rate the quality of services provided by the library?										
General Reference										
1 Poor	1	0	1	0	0	0	0	0	0	0
2	2	1		1	0	1	1	0	1	0
3	38	6		4	0	1	5	0	4	1
4	125	13	3	3	0	12	10	3	13	0
5 Excellent	160	22	6	18	6	20	28	7	28	1
Business Reference										
1 Poor	4	0		0	2	0	0	0	0	0
2	10	2		0	0	2	1	0	0	0
3	63	13		5	2	4	9	3	9	0
4	77	7	3	4	1	9	6	1	12	0
5 Excellent	84	12	7	11	1	9	12	5	20	0

	A-CC	Bog	E. Athens	Lav.	Lay Pk	Mad	Oconee	Ogle	Roy	Wint
Children's programming										
1 Poor	2	0			0	0	0	0	0	0
2	3	0			0	0	0	0	0	0
3	32	5			5	0	2	3	0	2
4	91	2	2		5	0	6	6	0	13
5 Excellent	150	33	5	14	6	16	26	10	23	1
Adult programming										
1 Poor	3	0			2	1	0	0	0	1
2	7	2			1	0	0	0	1	1
3	46	9	2		3	3	3	2	1	4
4	91	7	2		5	0	11	9	4	15
5 Excellent	121	19	3	10	2	12	23	4	18	0
Extensive new book selection										
1 Poor	5	0			0	0	0	2	0	2
2	8	1			4	0	1	5	0	3
3	57	6	1		7	0	4	4	2	6
4	124	17	2		6	0	14	16	3	18
5 Excellent	106	16	7		8	5	12	14	6	14
Magazine and newspaper subscriptions										
1 Poor	10	1			0	0	0	1	0	1
2	15	1			1	0	1	1	0	1
3	59	8			8	1	7	7	1	10
4	103	12	3		5	0	9	13	2	18
5 Excellent	94	17	7		9	5	12	13	8	14

[illegible]

[illegible]

1. Which of the library's services do you use?

Other (please write in below)

Lavonia	book club, again
Bogart	Storytime - 5 people; Vacation reading club
Winterville	
Oglethorpe	GED classes
Madison	storytime; book group, printing from computer
Lay Park	
Oconee	storytime; volunteer once a week; bring grandchild to programs; computers
Royston	
E. Athens	computers; children youth programs-2 people;
Athens-Clarke	kids programs -10 people;fax, library store-2 people, using computers-3 people; central site to meet family; tax forms-2; place to study and read - 9 people, Heritage Room-2 people; special programs/concerts-6 people; no parking hassles like UGA campus;more videos; to volunteer; Friends book sale;

2. Why do you come to the library?

Other (please write in below)

Lavonia	to check out books; to use the internet - 5 people
Bogart	to check out books - 11 people, to check email - 1 person
Winterville	to check out books
Oglethorpe	to use the internet - 2 people
Madison	attend exhibits; FOL sales; check out books; to enhance teaching resources; relax; listen to stories on computer
Lay Park	check out books
Oconee	to check out books - 3 people; to check email; to check out books on tape; to use internet; for fun - 2 people
Royston	to check out books - 6 people; for internet access - 7 people
E. Athens	check email
Athens-Clarke	to check out videos-9 people;to read magazines-2 people, to volunteer; to check out books-32 people; to use the internet - 16 people; safe place to come, in between bus routes; for research - 2 people; movies tutoring-2;

4. Do you visit the library more often during certain times of the year? If yes, why?

Lavonia	to study; to have something to do
Bogart	Vacation reading club - 13 people, school projects, storytime; winter; summer - 2 people
Winterville	
Oglethorpe	during school - 4 people
Madison	summer activities - 2 people; during school - 2 people; holiday; winter - 2 people
Lay Park	its fun - 2 people
Oconee	Vacation reading club; to study - 2 people; during school - 4 people; in the summer - 2 people
Royston	during summer - 4 people, during winter - 3 people, during school year (especially finals) - 4 people
E. Athens	winter; to study; because my mom say so;
Athens-Clarke	during finals-34 people; vacations- 6 people; kids programs-2 people, summer-23 people; winter-5 people; during school year-9 people; on rainy days-2 people; to study; for union meetings; almost every day during lunch break; all year round;

8. Why do you visit this library or extension most often?

Lavonia	for the internet
Bogart	for storytime - 2 people; because Athens has more book selection and reference material; because Athens has parent workshops and storytimes
Winterville	larger selection of books at Athens
Oglethorpe	GED classes
Madison	visit Athens for larger selection of books - 2 people; for the internet
Lay Park	I'm dropped off after school;
Oconee	its on my way to everywhere else; like atmosphere; like selection of children oriented videos
Royston	close to grandmother's nursing home
E. Athens	to do my projects and homework;
Athens-Clarke	children's area; programs; best facility-7 people; gorgeous building-2; can study without distractions; familiarity; computers; its OUR county library; Heritage Room, convenient hours; close to parents work; to do community service; only library in town; for union meetings; schedule and comfortability; open the most hours; children's librarians are super - especially George;
Lavonia	need more extensive on-line services

9. Are there any more services not listed above that are important to you?

Bogart	storytimes
Winterville	PINES access
Oglethorpe	
Madison	books on tape, holds/requests on videos; being able to get tapes from out of system for a fee
Lay Park	
Oconee	tax help; study rooms
Royston	
E. Athens	
Athens-Clarke	audio book collection-6 people; love the operas; access to foreign language materials; Heritage Room; quiet study carrels-3 people; children's programs-2 people;homeschooling teaching classes; computer use for typing;interlibrary loan;

10. Overall, how would you rate the quality of services provided by the library?

Lavonia	
Bogart	Bogart has most friendly staff(5); Oconee (2); Athens are the most unfriendly
Winterville	
Oglethorpe	
Madison	
Lay Park	

11. What do you like most about your library?

Lavonia	preschool storytimes; convenience - 6 people; service - 3 people; not crowded; friendly staff - 19 people; internet access - 2 people; statewide selection
Bogart	friendly staff - 36 people; it's small and quiet - 3 people; children's selection - 5 people; proximity to home 6 people; storytime - 4 people; children's programs - 4 people; FOL; meeting room, staff at Athens
Winterville	friendliness - 2 people
Oglethorpe	friendly staff - 8 people; children's programs; internet access - 2 people, availability of materials; magazines
Madison	book selection - 5 people; friendliness of staff - 16 people; story time; having Sunday hours; location- 7 people; service - 8 people; quiet - 4 people;
Lay Park	place to read - 3 people ; librarian is nice and has good rules and control; puppets;that I can always come in and check out books and use the internet;
Oconee	book collection -5 people ; it is the best library I have ever been to. When we moved to Watkinsville my husband was not too happy until we joined the library. It makes all the difference in the world to him and me; friendly and helpful service -24 people Watk., 3 people Athens; books on tape; proximity; evening/weekend hours in Athens; fast internet - 2 people; availability of computers and printing - 3 people; convenient - 6 people; storytime; being able to request books; child friendly;
Royston	friendly staff - 23 people; children's programs - 2 people; internet access - 9 people; convenience - 7 people; nice clean place to go/atmosphere - 7 people; access to books through PINES -2 people; nice support from FOL; book collection - 4 people; up-to-date materials - 2 people, computer labs - 3 people
E. Athens	I love Ms. Wright because she really helps and looks after the kids and adults. She makes sure we have everything from supplies, books and certain authors -4 people;it's quiet and you can study and read -3 people;great teachers and books; internet access 2 people;I like to find what I need;
Athens-Clarke	clean, pleasant surroundings - 67 people, new, large, great book collection-37 people ; accessibility -13 people; there are more computers for internet access -27 people; quiet - 26 people; availability of Wall Street Journal; good selection of videos -4 people; has games for kids; close to home- 4 people; programs and special events - 4 people; kids programs-14 people; friendly helpful staff - 59 people; audio book collection - 5 people;safe for our kids-2 people; thanks for lesbian & gay themed movies - thank you for representing diversity;extensive search capabilities; location -12 people; teen section;I can find whatever I'm looking for - 7 people; children's area - 7 people;newspapers; magazines - 4 people; its free- 2 people; study carrels and natural light-11; Heritage Room; availability of library hours - 3 people; library store-6;availability of parking;art-2 people;computer for kids;temperature-2 people;layout of sections;

convenience;love PINES where you can check out or return materials to any PINES system branch-2;
like large reference collection;

12. What do you like least about your library?

Lavonia

small size - 2 people; parking - 4 people; computers too small - 3 people; limited book choices - 4 people;
hours of operation too limited - 3 people; no integration with UGA

Bogart

not enough new books - 8 people; more sci-fi; CD's and DVD's; quality of reference materials; open more evenings
limited hours; need increased funding; out of date reference material; SPLOST signs on everything

Winterville

temperature; Yahoo; no CDs; too small - not enough tables - 2 people; closing time on weekends/evening - 2 people

Madison

not a big selection of books - 5 people; more hours open - 3 people; magazine section weak; more displays;
friendlier staff; books often not checked in properly makes a hassle; more non-fiction

Lay Park

when it's too busy for Mr. Evan to read to us; the children that go there; not enough space to do homework;
when he yells;

Oconee

at times, parking availability; limited hours - 2; limited book selection- 2 people; getting best sellers quickly - 3 people;
romance novels - never any new ones, video collection is old; open more weekend hours; books are VERY old;

Royston

have to go to Athens to find what I need; lighting in children's area
better and more varied selection of books - 9 people where are sports, mysteries, sci-fi and fantasy books - all that are
here are romances; more computers; more hours - 3 people;

E. Athens

rotation of new videos - 2 people; small; slow internet; not enough genealogy reference books; would like to have CDs.
the computers, because we only have 2 - 4 people;how small it is; that it's closed sometimes;

Athens-Clarke

double VCR tapes don't fit in drop box - 2 people; staff could be more friendly - 8 people; more copies of new books - 2;
some non-fiction/science subjects don't have enough books - 7 people; that lack of funds has cut magazine subscriptions
and probably other things - 5 people; too few computers- 3 people; need more hours - 28 people;online book renewal;
still smelling smokers at library entrance; some of the movie selections on Thurs. evening - 2 people; shortage of
foreign language books - 2 people; would prefer 3 week checkout - 7 people; when the school kids come here after school
and take over downstairs - 12 people; limited variety of literature by Christian authors; smell; not enough out of state news-
papers;my local library's selection is limited, s must drive 25 miles to Athens unless I want to wait some period of time to
obtain books; loud computer attendant and limited time on the computers-3; can't access email;problems renewing books
by phone; limited space for small group meetings; air system needs help; I would like to eat and drink somewhere;
a gate for children's area to keep toddlers in?; limited programs; limited PG/PG13 video selections; PINES catalog
is often timed out and shows that books are available when they aren't on the shelves-4 people; cleanliness, dirty bath-

rooms-6 people; search engine is poor; better children's programs; internet dial-up speed slow - 2; poor sci-fi selection; not enough minority participation, especially in children's workshops; too far from home; computer are confusing; difficulty finding information-2; too noisy at Sunday events and no one ever asks for quiet; no public phones; better reference section; paperback books are nasty and old; compensation scale for employees; loud reference libn. Upstairs, needs to use library voice more often, but very skilled and helpful-3; often too loud upstairs to study-3 people; no travel books are current; more YA books; crying kids and smelly patrons; location-I preferred location of the old library; no wireless internet-2; make sure personnel problems are discussed behind closed doors. This was not Mrs. Ames, but a male worker chastising a co-worker for tardiness. We felt uncomfortable; cell phone use - 3 people;

13. What changes would you like to see at your library?

Lavonia	greater selection of books - 12 people; bigger computer screens; expand computer space - 3 people; separate child/adult computer area; more videos - 2 people; more space - 2 people
Bogart	More new books - 20 people; better funding-5 people; more hours; free beer; Oconee branch expansion; more computers - 3 people; improve reference; better on-line system - 2 people; open Sunday afternoons - 2 people larger meeting room; more programs
Winterville	increased hours; more new books - 2 people; increased funding
Olgethorpe	more videos - 2 people; more adult programs - 2 people; more CDs - 2 people; greater selection of books and magazines - 2 people; more teen books
Madison	greater selection of books - 7 people; being able to reserve new books; jump drive for computers; more activities for children; more space; throw out "unfit" books; increase hours - 3 people; more computer help for seniors; murals painted on walls; kids books on tape; more audiocassettes; cleaner bathrooms - 2 people; drink machine in lobby - 2 people; partition of separate room for children's activities; more comfy chairs; more color in bathroom board games should be available at all time; more activities and more book and audio cassettes;
Lay Park	more book selection - 7 people; more books on tape and CDs at Oconee branch - 3 people; quicker availability of new books; surge protectors available for computers; need more computers; more resources/support;
Oconee	more books on tape and arts/documentary videos;
Royston	this survey is too long - 2 people more books - 11 people; more funding/community involvement- 2 people; faster internet - 2 people; more computers - 2 people; new books to be available through PINES; having a greater selection of inspirational/Christian historical fiction rather than having to wait for them to come from another PINES library - 2 people; open on Wed.; more videos; parking can be a problem when there is program or during storytime - 3 people; different location for computer game players to allow other users a quieter atmosphere; more magazines.
E. Athens	more African American author novels; less noise and more computer time; more youth programs to help little children learn to read;
Athens-Clarke	too many cookbooks compared to other subjects - 4 people; poor search engine; expand FOL membership to raise funds and have people work on getting grants and other sources of funds-3; more computer access - 3 people;

My opinion is the library is here as a service. The small number of hours open on the weekend indicates that the library does not agree. The building should be open 10-12 hours per day on Sat. and Sun -15 people; If any changes are to be made, I'm sure the people in charge will make good ones. Kudos to the staff and all in charge! stronger magazine budget - 4 people; expand; longer check out period for books; college level material; tell staff to lighten up, I pay taxes!; if students are in school, let others use the computers in YA, then have them only for youth AFTER school; In my 50 years in Athens the library has been a big part of my life. I like all of the people I have met over the years here. They have been, and remain, great all of them. A Retired Professor; new, upgraded video selections - 15 people; faster internet - 4 people ; more help at reference desk-2; double hours Heritage Room open; Notary Public would be nice; more copies of new/popular books -4 people; I would like more afternoon /afterschool children's programs for all ages - not just a focus on stay-at-home moms and young toddlers - 6 people; more audiocassette books and CD's, add DVDs -19 people; more respectful lab attendant; larger play area for children - 2; more books, old and new -26 people; more hours-5; location; be nice to renew books on-line instead of having to call; the library is practically perfect in every way!; what I miss most of all is the card catalog in the little wooden drawers - it's difficult for me to find what I want in the PINES computer system!!!; the exiting area - it is hard to get out when others are checking out books; get a better reference computer program; better copy machines; wireless technology; I would like to thank the staff of the reference desk in particular. They have been of great assistance to me in numerous and varied situations - usually when I've been feeling inadequate in my lack of knowledge! They, almost every person in every situation, have been patient and of enormous assistance. There are three people I would like to thank specifically, but Unfortunately know only the name of one, Jeff Tate. My sincere thanks to all of them!

Keep main focus on your collections of books, magazines, newspapers. I can't afford, so use PUBLIC collections. more arts performances - 2 people; more outreach to homeschooleders - 2 people; better, friendlier librarians-2 people; coffee shop attached to library-2; more videos, CD's of classical music; computer program to learn English; more science books for children age 6-9; Make Holds option in PINES user friendly- it is not; outdated materials-2 too noisy-23 people; sponsored book clubs by genre; no cell phones; no loud kids-2; lack of good magazines; more programs for seniors during the day; subscription to the Economist news magazine; paper towels in the bathrooms-2; Overall a great library. Libraries are one of America's finest resources. The backbone of learning and education!!!; Movies on travel would be nice in meeting rooms; computer access; introduce DVD's-3; audiobooks for young children and more children's classics and historical videos; fine amnesty week; Flowers at the doorway; consider at some point developing a book garden for the kids. Let UGA art students or landscape students do this project for the library; sponsor a teen evening; Christmas book drive - donate wrapped books to the Salvation Army Christmas families;

The services of the library are top quality. Continue to encourage friendliness toward your customers. This will keep us coming back everytime. I love it when the librarians smile when I come to the desk for help. The children's area is definitely kid friendly. Also, special commendations to the wonderful custodian, Ms. Sara Hunter. The area I use is upstairs and its always spotless. Mrs. Ames, special thanks to you for creating a great library atmosphere for the citizens of Athens-Clarke County.

More garbage cans should be provided in the parking area of the library and children/teens should be encouraged to

dispose of their trash properly. If certain individuals continue to litter despite having been warned, I would suspend their library use privileges for a certain amount of time. I consider littering to be a serious problem in the county as a whole, but it is particularly unacceptable on library grounds! (today, for example, I saw fit to pick up 2 beer cans that I found on grassy islands within the main parking area.)

ATHENS REGIONAL LIBRARY
AGENDA
July 15, 2004

Call to order.

Review and approve minutes of April 15, 2004.

Public Comment.

Adopt Agenda.

Financial Report.

 Approve 2005 Proposed Regional Budget

 a. Materials Budget

 b. System Services Budget (M & O, Travel, State Salaries)

 c. Special Needs Center Budget

Staff Report: Sue Plaksin, Report on technology trends from ALA
Regional Reports.

Director's Report.

Old Business.

 Approve Drug Free Workplace Policy

New Business.

 Approve contract with Athens-Clarke County Government for
FY05 funding for Athens-Clarke County Library

 Approve Subregional Library/Talking Book Center Grant draft
agreement

 Approve Succession policy

 Approve Voluntary Leave Policy to be added to Personnel
Policy.

 Approve independent contractors policy

Other Business.

Adjourn.

Minutes
Athens Regional Library Board
July 15, 2004

The quarterly meeting of the Athens Regional Library Board of Trustees was called to order by Michael Moak, Chairman, at 3:35 at the Madison County Library. Attending from Athens-Clarke County were Mr. Prokasy, who arrived late, and Ms. Hartle; from Franklin County were Ms. Gothard and Mr. Mathis; from Madison County were Mr. Ingram and Mrs. Murray; from Oconee County were Ms. Brown for Ms. Smith, Ms. Luke and Mr. Wyllie; and from Oglethorpe County were Mr. Andrews, Mr. Jones and Mr. Shapiro. Ms. Smith, Mr. Timmons and Ms. Lane were excused. Mrs. Ames, Mrs. Simonds, Mrs. Plaksin and Mrs. Blake, who recorded the minutes, were present from the library staff.

The minutes from the April 13, 2004, meeting were unanimously approved as mailed on a motion and second from Mr. Jones and Mr. Mathis. The agenda was adopted as presented. There were no members of the public present.

Financial Report - Mrs. Simonds presented the attached financial report. Because the FY04 fiscal year budget ended within 10% in both expenditures and revenues, it will not be necessary to amend it. The FY05 Regional Budget was unanimously adopted, with the exception of the Debt Collect item, on a motion and second from Mr. Mathis and Mr. Wyllie. The Special Needs FY05 Budget was unanimously adopted on a motion from Mr. Ingram and second from Mr. Jones. The State Materials FY05 budget, as fixed by the state based on 30 cents per capita, was unanimously adopted on a motion and second from Mr. Wyllie and Ms. Murray. The State Salary, Travel and M & O FY05 Budgets, amounts also fixed by the state, were unanimously approved on a motion and second from Mr. Shapiro and Mr. Wyllie.

Staff Report - Sue Plaksin, reported on top technology trends from the recent ALA convention she attended. She mentioned Terabyte Storage and Open Source as ways to save money on licensing. PINES will try to do their own Open Source instead of contracting with SIRSI. She said the Computer Operations team was looking at web based services which will involve training staff and then the public.

Regional Reports

The Oconee County: No report as they have not yet met. The school system will no longer provide approximately \$35,000 in funding to the library as of this fiscal year.

Franklin County: Lavonia now has an active Friends group of 60 members and will have a pizza party for the Vacation Reading Club participants. The County Commission did include the library on the SPLOST ballot in November. The City of Canon has refused to pay \$200 because the bookmobile no longer stops there even though no one ever came. They are still working on them and also hoping the Board of Education will increase funding for the fall. New board member, Nancy Buffington, will replace Wayne Miller.

Athens-Clarke County: Mr. Prokasy reported that the County Commission had provided increased funds for raises for employees. The Citizens Committee for SPLOST had accepted the library's request for renovation and construction and put the project on the list to be approved by voters in November. However, they reduced the amount of the project from \$11.2 million to \$9.2 million. The library can apply for matching dollars from the state if SPLOST passes. Hours have been increased at both resource centers during the summer.

Madison County: The statistics are better than last quarter's though they are still down from last year. The Vacation Reading Club has 425 children signed up and the programs have been funded by the Friends. An approved budget was submitted to the County Commission today. A Committee has been appointed to set short and long term goals for a 4-5 year expansion project to increase the size of the library. A chair survey will be done soon and broken chairs will be repaired or replaced.

Oglethorpe County: They won't meet until next week. However, a budget with a 20% increase was submitted to the County Commission. The library board was told no way, but the budget published in the Oglethorpe Echo shows the increase. The Friends have installed new library signs on the highway. Howard Shapiro is the new chairman.

Director's Report

Mrs. Ames provided a written report but highlighted several items. She noted the Staff Development Day agenda on September 15, and invited board members to the Friends of the Georgia Library Advocacy Workshop on September 22 at the Oconee County Library. Regional funds will pay the registration fee for our board members. Oglethorpe County is finishing up a good part of their long range plan. Mrs. Ames and Stacey Chandler will attend a Special Needs Library program next week.

Old Business

The Substance Abuse Policy Statement was unanimously adopted as amended on a motion and second from Mr. Prokasy and Mr. Shapiro.

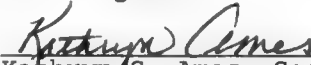
New Business

1. The approval for the contract with Athens-Clarke County Government was tabled until we have a copy of the contract with signatures.
2. The board unanimously approved the draft agreement for Grants to Sub-regional Library/Talking Book Centers upon a motion and second by Mr. Wyllie and Mr. Shapiro.
3. The Succession Policy was unanimously adopted as amended upon a motion and second from Ms. Gothard and Mr. Ingram.
4. The Voluntary Leave Policy was unanimously adopted as amended upon a motion and second from Mr. Ingram and Mr. Jones.
5. The Independent Contractor Policy was unanimously adopted upon a motion and second by Mr. Shapiro and Mr. Wyllie.

Other Business

Chairman Moak named Mr. Shapiro, Ms. Hartle and Mrs. Murray to the Nominating Committee to choose a slate of FY05 officers.

There being no other business, the meeting was adjourned at 5.07 on a motion and second from Mr. Jones and Mr. Ingram.


Kathryn S. Ames, Secretary

Athens Regional Library
July 1, 2003 through June 30, 2004

<i>Revenue:</i>	<u>Budget</u>	<u>Amount</u>		<u>% of Budget</u>
<i>Regional:</i>	<u>Amount</u>	<u>Received</u>	<u>Balance</u>	<u>Received</u>
Outreach	88,600.00	88,600.00	-	100.00%
Fees	3,500.00	3,216.27	283.73	91.89%
Interest	4,000.00	3,726.78	273.22	93.17%
Personnel	578,055.00	578,055.00	-	100.00%
Materials	71,049.00	71,049.00	-	100.00%
M&O Grant	109,311.00	109,311.00	-	100.00%
Travel	3,000.00	3,000.00	-	100.00%
Special Needs Learning Center	141,155.00	141,155.00	-	100.00%
Totals	998,670.00	998,113.05	556.95	99.94%

Athens-Clarke County:

Board of Commissioners	1,317,377.00	1,317,377.00	-	100.00%
City of Winterville	10,000.00	8,000.00	2,000.00	80.00%
Fines and Fees	98,075.00	82,675.94	15,399.06	84.30%
Transfer from Reserve	19,750.00	-	19,750.00	0.00%
PINES postage reimbursement		1,868.00	(1,868.00)	
Interest	6,000.00	5,736.97	263.03	95.62%
Totals	1,451,202.00	1,415,657.91	35,544.09	97.55%

Franklin County:

Board of Commissioners	24,000.00	24,000.00	-	100.00%
Board of Education	24,000.00	24,000.00	-	100.00%
Cities of Lavonia, Royston, Canon	-	-	-	
Carnesville & Franklin Springs	29,125.00	26,750.00	2,375.00	91.85%
Fines and Fees	5,000.00	6,717.02	(1,717.02)	134.34%
PINES postage reimbursement	-	1,009.00	(1,009.00)	
Totals	82,125.00	82,476.02	(351.02)	100.43%

Madison County:

Board of Commissioners	152,074.00	152,074.00	-	100.00%
Fines, Fees and Copy Machines	9,000.00	11,410.12	(2,410.12)	126.78%
PINES postage reimbursement	-	802.50	(802.50)	
Totals	161,074.00	164,286.62	(3,212.62)	101.99%

Athens Regional Library
July 1, 2003 through June 30, 2004

Revenue:	<u>Budget Amount</u>	<u>Amount Received</u>	<u>Balance</u>	<u>% of Budget Received</u>
<i>Oconee County:</i>				
Board of Commissioners	242,840.00	242,840.00	-	100.00%
Board of Education	34,729.00	34,729.00	-	100.00%
City of Watkinsville	8,000.00	8,000.00	-	100.00%
City of Bogart	6,000.00	6,000.00	-	
Fines and Fees	21,540.00	22,867.23	(1,327.23)	106.16%
PINES Postage reimbursement	-	1,369.00	(1,369.00)	
Totals	<u>313,109.00</u>	<u>315,805.23</u>	<u>(2,696.23)</u>	<u>100.86%</u>
<i>Oglethorpe County:</i>				
Board of Commissioners	46,000.00	46,000.00	-	100.00%
Board of Education	15,000.00	15,000.00	-	100.00%
Board of Education VRP		650.00	(650.00)	
City of Maxeys	200.00	200.00	-	100.00%
City of Crawford	500.00	500.00	-	100.00%
City of Arnoldsville	100.00	100.00	-	100.00%
Ctiy of Lexington	500.00	500.00	-	100.00%
Fines and Fees	7,000.00	8,280.22	(1,280.22)	118.29%
Meeting Room	300.00	275.00	25.00	91.67%
Pines Postage Reimbursement	200.00	475.50	(275.50)	237.75%
Transfer from Reserve	5,302.00	-	5,302.00	0.00%
Totals	<u>75,102.00</u>	<u>71,980.72</u>	<u>3,121.28</u>	<u>95.84%</u>
 GRAND TOTALS	 <u>3,081,281.00</u>	 <u>3,044,318.65</u>	 <u>36,962.35</u>	 <u>98.80%</u>

Athens Regional Library
July 1, 2003 through June 30, 2004

<i>Expenditures:</i>	<u>Budget Amount</u>	<u>Amount Expended</u>	<u>Balance</u>	<u>% of Budget Expended</u>
<i>Regional:</i>				
Wages/Benefits Courier & Kidmobile	5,620.00	5,646.62	(26.62)	100.47%
Bookmobile/Van Operating & Repairs*	5,910.00	5,824.26	85.74	98.55%
Solinet Fees	900.00	849.10	50.90	94.34%
Summer Reading Club	4,000.00	4,027.33	(27.33)	100.68%
Debt Collection Service	500.00	5,398.34	(4,898.34)	1079.67%
Workers Compensation	11,000.00	11,000.00	-	100.00%
Mobile Telephone (Bookmobile)	300.00	221.52	78.48	73.84%
Postage	8,000.00	9,232.41	(1,232.41)	115.41%
Travel	4,500.00	1,693.27	2,806.73	37.63%
Printing and Publicity	2,000.00	2,021.27	(21.27)	101.06%
Dues/Registration	2,000.00	1,926.00	74.00	96.30%
Computer Maintenance	4,500.00	4,276.45	223.55	95.03%
Insurance	12,000.00	14,764.00	(2,764.00)	123.03%
Supplies	21,600.00	20,167.54	1,432.46	93.37%
Technical and Bookmobile Support	13,270.00	13,072.12	197.88	98.51%
Personnel	578,055.00	578,055.00	-	100.00%
Materials	71,049.00	71,049.00	-	100.00%
M&O Grant	109,311.00	109,311.00	-	100.00%
Travel	3,000.00	3,000.00	-	100.00%
Special Needs Learning Center	141,155.00	141,155.00	-	100.00%
Totals	<u>998,670.00</u>	<u>1,002,690.23</u>	<u>(4,020.23)</u>	<u>100.40%</u>
 <i>Athens-Clarke County:</i>				
Outreach	42,000.00	42,000.00	-	100.00%
Personnel	1,215,631.00	1,179,637.48	35,993.52	97.04%
Operating Expenses	193,571.00	168,705.44	24,865.56	87.15%
Totals	<u>1,451,202.00</u>	<u>1,390,342.92</u>	<u>60,859.08</u>	<u>95.81%</u>

Athens Regional Library
July 1, 2003 through June 30, 2004

<i>Expenditures:</i>	<u>Budget Amount</u>	<u>Amount Expended</u>	<u>Balance</u>	<u>% of Budget Expended</u>
<i>Franklin County:</i>				
Outreach	11,600.00	11,600.00	-	100.00%
Personnel	64,047.00	63,144.24	902.76	98.59%
Operating Expenses	6,478.00	5,712.62	765.38	88.18%
Totals	82,125.00	80,456.86	1,668.14	97.97%
<i>Madison County:</i>				
Outreach	13,900.00	13,900.00	-	100.00%
Personnel	115,125.00	115,411.09	(286.09)	100.25%
Operating Expenses	32,049.00	28,947.00	3,102.00	90.32%
Totals	161,074.00	158,258.09	2,815.91	98.25%
<i>Oconee County:</i>				
Outreach	14,000.00	14,000.00	-	100.00%
Personnel	273,519.00	264,758.53	8,760.47	96.80%
Operating Expenses	25,590.00	20,222.25	5,367.75	79.02%
Totals	313,109.00	298,980.78	14,128.22	95.49%
<i>Oglethorpe County:</i>				
Outreach	7,100.00	7,100.00	-	100.00%
Personnel	57,692.00	52,839.15	4,852.85	91.59%
Operating Expenses	10,310.00	9,666.46	643.54	93.76%
Totals	75,102.00	69,605.61	5,496.39	92.68%
GRAND TOTALS	3,081,282.00	3,000,333.59	80,948.41	97.37%

REGIONAL BUDGET PROPOSAL FY2005

	FY2004	FY2005
REVENUE		
Outreach	88,600.00	100,830.00
Fees	3,500.00	3,500.00
Interest	4,000.00	4,000.00
State Maintenance & Operations	109,311.00	74,870.00
State Materials	71,049.00	71,667.00
State Salaries/Benefits	578,055.00	594,428.00
State Travel	3,000.00	3,000.00
State Special Needs Library of NEGA	139,876.00	139,316.00
TOTAL	997,391.00	991,611.00
EXPENDITURES		
Wages/Courier & Kidmobile	5,620.00	6,192.00
additional courier run 5 hrs/week		2,239.00
Solinet Fees	900.00	900.00
Bookmobile/ Van Operating & Repairs	5,910.00	5,910.00
Summer Reading Club	4,000.00	4,000.00
Debt Collection Service	500.00	500.00
Workers Compensation	11,000.00	11,000.00
Mobile Telephone (Bookmobile)	300.00	300.00
Postage	8,000.00	8,000.00
Travel	4,500.00	4,500.00
Printing & Publicity	2,000.00	2,000.00
Dues/Registration	2,000.00	2,000.00
Computer Maintenance	4,500.00	4,500.00
Insurance	12,000.00	12,000.00
Supplies	21,600.00	21,600.00
Outsourcing		8,969.00
Technical and Bookmobile Support	13,270.00	13,720.00
State Materials	71,049.00	71,667.00
State Salaries/Benefits	578,055.00	594,428.00
State Travel	3,000.00	3,000.00
State Special Needs Library of NEGA	139,876.00	139,316.00
Maintenance and Operations	109,311.00	74,870.00
TOTAL	997,391.00	991,611.00

Revenue over (under) expenditures

-

-

Special Needs Learning Center FY2005 Budget

Revenues	FY2004	FY2005
State Grant Special Needs Learning Center	143,463.00	139,317.00

Expenditures	FY2004	FY2005
Salaries	96,193.00	93,157.00
Benefits	28,270.00	27,160.00
Travel	1,500.00	1,500.00
Supplies	1,000.00	1,000.00
Printing	2,000.00	2,000.00
Electricity	10,500.00	10,500.00
Telephone	2,000.00	2,000.00
Materials	1,500.00	1,500.00
Computer supplies	500.00	500.00
	143,463.00	139,317.00

Over (Under) -

[illegible]

State Travel, Salaries and M&O Grants FY2005

State Travel

8 Librarians at \$375/each

\$ 3,000.00

State Salaries and Benefits

8 Librarians

\$ 594,428.00

State M & O

Partial Salaries and Benefits for:

Technical Support, Bookmobile, Bookkeeper, Computer Operations

\$ 74,870.00

Summary: *Top Technology Trends: A Conversation with LITA Experts*

The following list is a brief outline of the up and coming trends we should expect to see in our libraries in the near future. These trends were presented by a nine member panel of experts from LITA (Library Information Technology Association) at the annual ALA Conference in Orlando, FL Sunday, June 27, 2004

- More academic and public libraries will become institutional repositories for federal, state, and local collections
- JPEG 2000 offers new archival aspects and a more interactive environment for patrons
- Cyber infrastructure moves beyond hard sciences to soft sciences
- Deluxe DVD will be found in more collections
- Increase in authenticated networks to rid email users of spam and viruses
- A movement away from Windows-based platforms for library automation
- Increase in the use of XML
- A movement away from Windows based platforms to open source applications—the PINES open source project was mentioned specifically.
- Gigabit Ethernet is here to stay, this means more wireless technologies
- Terabyte storage is a reality. An increase in storage capability = an increase in storage devices. Look for new storage devices to become a new demand from patrons (e.g. thumb drives)
- Increase of web-based services—particularly for public libraries—it is advised that staff be restructured around the new technologies (there will be less of a distinction between the “techies” and “non-techies” in the future.
- There is a migration of electronic information from the academic arena to teens and YA services. YA areas are a hot market place for new technology to rest.
- Beware the increase in the use of biometric devices.
- An increase in licensing software with a movement toward a possible subscription model. This causes problems when data is no longer accessible when the subscription ends. Open source applications are a possible remedy for this.

July 2004
Director's Report

In April, I attended Creating Policies for Results sponsored by the Public Library Association and held in Scottsdale, Arizona. It was a very worthwhile program that focused on defining the elements that should be included in every policy. I learned that we put entirely too many procedures into our policies so as we work towards updating our policy manual, we'll try to eliminate them.

Immediately after returning from Arizona, I was the panel moderator for a program on serving the Latino community for the National Diversity Conference sponsored by Southeastern Library Information Network meeting in Atlanta. Gail Firestone [Youth Services] and Sister Margarita Martin joined me for this presentation. It was one of the few for public librarians at this conference and we have received great feedback from librarians across the Southeast. We will be offering the same program for the Georgia Library Association meetings in October. In fact, our staff is offering at least six programs for GLA. Judy Atwood, Debbie Thrasher, and Suzie DeGrasse are presenting "The *Almost* Virtual Training for Supervisors: a Model for Staff Development when time, place and budget are limited"; Clare Auwarter is hosting author Bettye Stroud and attorney Cathy Helms; I'm doing two programs on Managing for Results and Creating Policies for Results plus a breakfast here for all conference attendees sponsored by Unique Management.

Probably the most involved project was the development of the Athens SPLOST 2005 proposal which will add 17,000 square feet to the headquarters building and renovate the rest of the facility. Out of the 58 proposals submitted to the Citizen's Advisory Committee, four including the library project, were unanimous choices of this Committee. We are now waiting for Commission approval. As a part of the review process and the need to include as many projects as possible, our budget was reduced from 11.2 to 9.2 million dollars. My goal now is to work to be certain that State Construction Funds will be ready when we are! This project will be on the ballot in November.

Oglethorpe County has been working on their strategic plan for the last 2 months. After several meetings with the Planning Committee to define roles and community needs, we met with the staff and began brainstorming ideas for goals and objectives. This will still some fleshing out, but it's a great beginning. It's very difficult to envision a future when funding is so tight. However, Oglethorpe County has great Friends and they are committed to helping the library grow.

The Friends groups in every community have helped us develop a very busy program of summer activities for every location. Without their help, summer would be very dreary! Be sure to thank each of these groups for their support.

Georgia Public Library Service cancelled implementation of the New Directions plan for this fiscal year. They had not gotten approval from the Office of Planning and Budget for this change in formulas, and it will be delayed until next year. I did go ahead and convert the one position this year as discussed at the April meeting.

There are two changes in PINES policy. First, the mailing contract RFP has closed and the bids are being reviewed. This should be implemented by the end of the summer and should result in postage savings. If the cost of this courier system is as reasonable as we expect, we will hope to have a courier box in every county to help facilitate book exchanges among the state's public libraries. Second, GPLS has decided to spend a year working on the development of an in-house automation system. They will be using an "open source" program that allows them to build a new system using the prototype of an automation system used in Europe. The Board of Regents has approved this and is committing funding towards development. If this is successful, it will offer a huge improvement over the existing software.

After two years of very low turn-over, we suddenly are faced with personnel changes in most facilities throughout the region. Several employees have graduated and are moving on with their professional growth, others are moving to take new positions in other areas of the state, and one is going to library school! We've been fortunate to have a wide variety of applicants to choose from and I think we'll continue to have a great staff!

At the regional board meeting, we will be discussing some changes in the Talking Book Centers grants. Stacey Chandler and I will be attending a meeting in Macon on July 20 to learn more details, but the library system will be required to contract with GPLS for funding. We will also be developing a new plan of service focusing on outreach to the 21 counties. While there was no funding to cover the costs of a centralized mailing facility, this remains the direction of the service.

We anticipate the arrival of the Gates computer replacements by the end of September. GPLS is hoping to replace approximately $\frac{1}{4}$ of all computers this year and to initiate a 4-year cycle of replacement. This is great news for us as getting local funding for equipment replacement is difficult.

Our preliminary numbers indicate another very busy year. Athens Regional Library System had the highest number of PINES loans as well as receipts of books from other libraries of all the participating libraries in the system this past quarter. We also have the highest number of fines due from patrons—over \$128,000. That figure alone helps to justify the use of Unique Management Collection services.

I hope you all have a great summer! Read at the beach or wherever you go! I just returned from Costa Rica where I visited the National Library and a brand new branch library at Manuel Antonio beach. I'm so thankful everyday for what we have here. Thanks for all the work you do to help support our libraries.

STAFF DEVELOPMENT DAY

TENTATIVE SCHEDULE

September 15, 2004

8:30	MUFFINS & COFFEE			
8:45				
9:00	STATE OF THE LIBRARY			
9:15				
9:30	SPECIAL NEEDS PROGRAM			
9:45				
10:00	BREAK			
10:15				
10:30	KEYNOTE SPEAKER- CUSTOMER SERVICE			
10:45				
11:00	PINES I	DEVELOPING STORYTIMES	ELECTRONIC RESOURCES	P.R. & MICROSOFT PUBLISHER
11:15				
11:30				
11:45				
12:00				
12:15				
12:30	LUNCH			
12:45				
1:00				
1:15				
1:30	KEYNOTE SPEAKER- DIFFICULT PATRONS			
1:45				
2:00				
2:15	BREAK			
2:30	PINES II	IDENTIFYING RARE BOOKS	STRESS & TIME MGT	CRAFT BAZAAR
2:45				
3:00				
3:15	FUN TIME & DOOR PRIZES			
3:30				
3:45				
4:00				

Workshops

Friends of Georgia Libraries (FOGL)

(**Please note that the information provided below is tentative to assist in planning only and may be subject to change.)

Tentative Description:

These half day workshops, sponsored by the Friends of Georgia Libraries (FOGL), will be offered to community members, friends, library staff and trustees to encourage the creation or strengthening of effective Friends of Libraries groups in Georgia. There will be a strong focus on the importance of the active involvement of Friends groups in advocacy efforts at the local and state levels. The training will be very hands-on and step by step in moving Friends groups to a new level of effectiveness in support of libraries in the state of Georgia. **Refreshments and box lunches are included in registration fee of \$8.00.**

Trainers:

Sally Reed, FOLUSA

Peter Pearson, President, The Friends of the Saint Paul Public Library

Other Speakers:

Dr. Lamar Veatch, State Librarian, Georgia Public Library Service

FOGL Steering Committee

Monday, September 20, 2004 –Statesboro, GA

10:00a.m. -2:00p.m.

Statesboro Regional Library, 124 South Main Street, Statesboro, GA 30458-5246

Phone: 912-764-1329; Fax: 912-764-1348; Web: <http://www.srls.public.lib.ga.us/>

Tuesday, September 21, 2004 –Tifton, GA

10:00a.m. -2:00p.m.

Coastal Plain Regional Library, 2014 Chestnut Avenue, Tifton, GA 31794-3108

Phone: 229-386-3400; Fax: 229-386-7007; Web: <http://www.tift.public.lib.ga.us/>

Wednesday, September 22, 2004 –Watkinsville, GA

10:00a.m. -2:00p.m.

Oconee County Library, 1080 Experiment Station Road, Watkinsville, GA 30677

Phone: 706-769-3950; Fax: ; Web: <http://www.clarke.public.lib.ga.us/oconee.html>

Thursday, September 23, 2004—Marietta, GA

10:00a.m. -2:00p.m.

Cobb County Public Library, 266 Roswell Street, Marietta, GA 30060

Phone: 770-528-2320; Fax: 770-528-2349; Web: <http://library.cobbcat.org>

Sponsored by:

Friends of Georgia Libraries (FOGL)

Our Mission:

- to create an informed statewide voice for Georgia's libraries through a grassroots network of citizens who communicate the value of libraries as essential community services;
- to strengthen the ability of local Friends organizations to support their libraries.

Substance Abuse Policy Statement

The Athens Regional Library System is committed to providing a safe work environment and to fostering the well-being and health of its employees. That commitment is jeopardized when any Athens Regional Library System employee illegally uses drugs on or off the job, comes to work under their influence, possesses, distributes or sells drugs in the workplace, or abuses alcohol on the job. Therefore, the Athens Regional Library System has established the following policy:

- (1) It is a violation of library policy for any employee to use, possess, sell, trade, offer for sale, or offer to buy illegal drugs or otherwise engage in the illegal use of drugs on or off the job.
- (2) It is a violation of library policy for any employee to report to work under the influence of or while possessing in his or her body, blood, or urine illegal drugs in any detectable amount.
- (3) It is a violation of library policy for any employee to report to work under the influence of or impaired by alcohol.
- (4) It is a violation of library policy for any employee to use prescription drugs illegally, i.e., to use prescription drugs that have not been legally obtained or in a manner or for a purpose other than as prescribed. (However nothing in this policy precludes the appropriate use of legally prescribed medications.)
- (5) Violations of this policy are subject to disciplinary action up to and including termination.

It is the responsibility of the library's supervisors to counsel employees whenever they see changes in performance or behavior that suggest an employee has a drug problem. Although it is not the supervisor's job to diagnose personal problems, the supervisor should encourage such employees to seek help and advise them about available resources for getting help. Everyone shares responsibility for maintaining a safe work environment, and co-workers should encourage anyone who has a drug problem to seek help.

The goal of this policy is to balance our respect for individuals with the need to maintain a safe, productive and drug-free environment. The intent of this policy is to offer a helping hand to those who need it, while sending a clear message that the illegal use of drugs and the abuse of alcohol are incompatible with employment at Athens Regional Library System.

As a condition of employment, employees must abide by the terms of this policy and must notify the Athens Regional Library System in writing of any conviction of a violation of a criminal drug statute no later than five calendar days after such conviction.

Employee Assistance

The library offers resource information on various means of employee assistance in our community, including but not limited to drug and alcohol abuse programs. Employees are encouraged to use this resource file, which is located in the Administrative Assistant's office. In addition, we will distribute this information to employees for their confidential use.

General Procedures

An employee reporting to work visibly impaired will be deemed unable to properly perform required duties and will not be allowed to work. If possible, the employee's supervisor will first seek another supervisor's opinion to confirm the employee's status. Next the supervisor will consult privately with the employee to determine the cause of the observation, including whether substance abuse has occurred. If, in the opinion of the supervisor, the employee is considered impaired, the employee will be sent home or to a medical facility by taxi or other safe transportation alternative – depending on the determination of the observed impairment – and accompanied by the supervisor or another employee if necessary. A drug test may be in order. An impaired employee will not be allowed to drive.

Opportunity to Contest or Explain Test Results

Employees and newly hired employees who have a positive confirmed test result may explain or contest the result to the library within five (5) working days after the library contacts the employee or new hire and shows him/her the positive test result as it was received from the laboratory in writing. The newly hired employee will not report to work during that time period. A current employee contesting the result of a positive test will be suspended with pay during this time period.

Confidentiality

The confidentiality of any information received by the employer through a substance abuse testing program shall be maintained, except as otherwise provided by law.

Employment Drug Testing

Newly hired employees in this library system will undergo testing for the presence of illegal drugs as a condition of employment. Any new hire with a confirmed positive test will be denied employment.

Applicants will be required to submit voluntarily to a urinalysis test at a laboratory chosen by this library system, and by signing a consent agreement will release the library system from liability. The lab chosen follows the Mandatory Guidelines for Federal Workplace Drug Testing Programs published by the Substance Abuse and Mental Health Services Administration (SAMHSA).

If the physician, official or lab personnel has reasonable suspicion to believe that the newly hired employee has tampered with the specimen, the newly hired employee will not be considered for employment.

This library system will not discriminate against applicants for employment because of a past history of drug abuse. It is the current abuse of drugs, preventing employees from performing their jobs properly, that this library system will not tolerate.

Individuals who have failed a new hire-employment test may initiate another inquiry with the library system after a period of not shorter than six (6) months, but they must present themselves drug-free as demonstrated by urinalysis or other test selected by this library system.

Employee Testing

This library system has adopted testing practices to identify employees who use illegal drugs on or off the job or who abuse alcohol on the job. It shall be a condition of employment for all employees to submit to substance abuse testing under the following circumstances:

1. When a substance abuse test is conducted as part of a routinely scheduled employee fitness-for-duty medical examination that is part of the employer's established policy or that is scheduled on a quarterly basis for randomly selected employees throughout the region. Employees with a confirmed positive test result may, at their option and expense, have a second confirmation test made on the same specimen. An employee will not be allowed to submit another specimen for testing.
2. When there is reasonable suspicion to believe that an employee is using illegal drugs or abusing alcohol. "Reasonable suspicion" is based on a belief that an employee is using or has used drugs or alcohol in violation of the employer's policy drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in light of experience. Among other things, such facts and inferences may be based upon, but not limited to, the following:
 - (A) Observable phenomena while at work such as direct observation of substance abuse or of the physical symptoms or manifestations of being impaired due to substance abuse;
 - (B) Abnormal conduct or erratic behavior while at work, or a significant deterioration in work performance;
 - (C) A report of substance abuse provided by a reliable and credible source;
 - (D) Evidence that an individual has tampered with any substance abuse test during his or her employment with the current employer;
 - (E) Information that an employee has caused or contributed to an accident while at work; or
 - (F) Evidence that an employee has used, possessed, sold, solicited, or transferred drugs while working or while on the employer's premises or while operating the employer's vehicle, machinery, or equipment.
3. When employees have caused or contributed to an on-the-job injury that resulted in a loss of work time, which means any period of time during which an employee stops performing the normal duties of employment and leaves the place of employment to seek

care from a licensed medical provider. An employer may send employees for a substance abuse test if they are involved in on-the-job accidents where personal injury or damage to company property occurs.

4. As part of a follow-up program to treatment for drug abuse.

If the physician, official, or lab personnel has reasonable suspicion to believe that the employee has tampered with the specimen, the employee is subject to disciplinary action up to and including termination.

Alcohol Abuse

The consumption or possession of alcoholic beverages on library premises is prohibited. An employee whose normal faculties are impaired due to the consumption of alcoholic beverages, or whose blood alcohol level tests .05 or higher, while on duty/library business shall be guilty of misconduct, and shall be subject to discipline up to and including termination. Failure to submit to a required substance abuse test also is misconduct and also shall be subject to discipline up to and including termination.

Succession Policy for a new Library Director

The Athens Regional Library System Board of Trustees has the responsibility for employing the regional system director (OCGA 20-5045). A person employed by the system must hold at least a Grade 5(b) Librarian's Professional Graduate Certificate as defined by the State Board for the Certification of Librarians.

When a vacancy is declared, either through resignation, retirement or sudden loss, the process will be as follows:

1. The Board Chair will appoint a Search Committee composed one current regional board trustee from each participating county. The Chair may also appoint one non-voting member from the Friends of the Library, the Endowment and one staff member. The Committee will:
 - review and update the job description,
 - develop a profile for desired qualifications,
 - consider the desirability of using an executive search firm,
 - establish a schedule,
 - identify other relevant information needed for the process.
2. The Committee will determine where and when the position is advertised. The search will be conducted on at least a state-wide basis with position notices distributed to libraries throughout the state and to the GOLD job bank administered by Georgia Public Library Services. The notice will include a closing date for application, this being at least two weeks following posting of notices. Minimum criteria for the position will be included in the position announcement.
3. An interim director from the staff may be designated to serve for the time between the final date of employment of the current director and the beginning date of the new director. The Board will determine the exact retirement or termination date of the current library director.
4. Eligible staff from the ARLS may apply for the position.
5. The search and initial review of the applications by the Committee will be designed to assure that there are at least three finalists to be interviewed for the position. The Committee will determine all procedures for this process including questions to be asked, reference checks, and other background information.
6. The interview schedule will be designed to assure that candidates meet with staff representing all counties within the System as well as with the Board. Each person will have the opportunity to have his/her views on the candidates heard by the Committee.
7. The Committee will meet to determine, based on the interviews, credentials, etc., who will be recommended to the Board. The Board will meet with the

recommended candidate(s) and select the new library director. When agreement is reached, the Chairman of the Board will negotiate the conditions of employment with the candidate.

Emergency Replacement of the Library System Director

The Athens Regional Library System Board of Trustees shall take immediate action in the event of a sudden loss of the library director. If such an action is deemed appropriate, the Regional Library Board Chair will immediately meet with members of the Director's Advisory Committee and the Administrative Assistant. Following this session, the Chair will proceed to call a special session of the Regional Board.

The Emergency Action Plan will be as follows:

1. The Board Chair has the authority to act in an emergency situation to designate one staff person to assume the duties of the library director.
2. The current director will compile a list of vital instructions and information for an interim director and will update the list annually. The list will be maintained by the Administrative Assistant. Information will include the following:
 - Staff flow chart showing the chain of command and list of responsibilities
 - Instructions about which staff members should be consulted for specific information [maintenance, personnel, finance, computer operations, management of various areas of the system]
 - Location of all financial records
 - Location of all vital records including policies, contracts, records retention policies and documents
3. The Board Chair will form a small committee to meet regularly with the interim director to ensure a plan for continued operation and uninterrupted service to the five-county region.
4. Procedures established for the Succession Policy will be followed if/when this is necessary.

7/15/04

Pam Blake

From: "Bill Prokasy" <wfp@charter.net>
To: "Pam Blake" <blakep@mail.clarke.public.lib.ga.us>
Cc: "Elizabeth Murray" <emurray@negia.net>; "Greg Jones" <dearcreek@earthlink.net>; "John Timmons" <jc3ga@yahoo.com>; "Michael Moak" <amm9350@bellsouth.net>
Sent: Wednesday, June 16, 2004 2:07 PM
Subject: Re: New Policies to present to Regional Board

Pam...

There is only one point where I believe that the language should be changed from among the three documents. In the 'Succession Policy for a new Library Director', item 1, first page is open to question for two reasons (1) ordinarily the person who is holding the position for which the search is being made would not be a member of the Search Committee and (2) the language with respect to members other than Board members is a bit ambiguous.

I would suggest the following language for that paragraph:

"The Board Chair will appoint a Search Committee composed of no fewer than three nor more than five current regional board trustees. The Chair may also appoint one non-voting member from the Friends of the Library, the Endowment Board, and the Library Staff. The Committee will: -----"

Bill

Pam Blake wrote:

Attached are the following policies for your review. If you agree with the content and wording, they will be sent out to the rest of the board this week.
 Please let me know if you'd like something changed.
 Pam Blake

--

William F. (Bill) Prokasy

Home Page: <http://www.arches.uga.edu/~wprokasy/home.htm>

Other Pages Maintained

Haverhill: <http://www.arches.uga.edu/~wprokasy/haverhill/Haverhill.htm>

Methuen: <http://www.arches.uga.edu/~wprokasy/methuen/index.htm>

Athena Grand Opera Company: <http://athenagrandoperacompany.org>

Opera Guild: <http://www.arches.uga.edu/~wprokasy/opera/operag.htm>

Friends of Dance: <http://webpages.charter.net/wfp/dance/dance.htm>

Personnel Policy

Addition to Article P – Other Types of Leave

Voluntary Leave –

with Library employees may voluntarily share a portion of their accrued annual or sick leave time ~~to~~ another employee of the Athens Regional Library System. Donated leave will only be credited to the employee as sick leave. The recipient of donated leave must have exhausted all accrued sick, annual and compensatory time due to a serious health *immediate* condition, family emergency or other hardship situation of the employee or family member.

Independent Contractors

Independent contractors are solely responsible for paying all federal and state income, sales and other taxes for themselves and any assistants they may hire. The library will complete and file a Form 1099-MISC, Miscellaneous income, for each independent contractor who contracts with the library.

Independent contractors are responsible for providing proof of insurance to perform their contracted work for the library. The library does not pay benefits for independent contractors. Under no circumstances will the library reimburse independent contractors for business, travel and other expenses.

Independent contractors are responsible for providing their own tools and equipment. Independent contractors can hire assistants. If so, they are responsible for supervising and paying them. Independent contractors are responsible for ensuring that assistants do not harass employees and do behave in a business-like manner.

All independent contractors doing business with the library will sign written contracts. Oral agreements are not binding on the library. The contract will delineate the job to be done, time frames, hours of work, payment schedules and other relevant issues. All contracts must be approved by the local library board and then ratified by the Athens Regional Library Board.

Independent contractors will agree to complete the job for which they are hired, or they will be held legally liable for the failure to complete the job.

7/15/04

SPECIAL NEEDS CENTER OF NORTHEAST GEORGIA

	FY 1997	FY 1998	FY 1999	FY 2000	FY 2001	FY 2002	FY 2003	FY2004
July	4,225	4,120	4,129	4,415	4,032	6,702	7,234	7,735
August	4,475	3,762	3,964	3,636	4,246	6,694	7,821	7,721
September	4,632	4,970	4,019	3,701	5,857	4,578	8,147	7,870
October	4,784	5,247	4,404	3,831	7,075	6,414	6,886	6,619
November	4,520	3,786	4,353	3,940	6,850	7,362	7,226	8,369
December	4,286	3,758	3,450	3,067	6,212	8,102	6,988	8,070
January	4,727	4,234	4,033	3,535	6,911	7,348	8,707	7,677
February	4,565	4,205	3,847	3,537	5,797	7,055	7,661	7,693
March	4,839	3,989	4,328	4,352	6,735	7,720	7,292	9,202
April	4,667	3,854	3,509	3,512	6,548	8,102	7,962	7,701
May	4,360	3,870	3,572	4,311	6,332	6,748	7,996	6,781
June	4,277	4,332	4,146	4,492	6,508	6,423	9,014	7,336
TOTALS	54,357	50,127	47,754	42,632	73,103	83,248	92,934	92,774

MS. MARYANNE DRIVER
 ATHENS REGIONAL LIBRARY SYSTEM
 2025 BAXTER ST
 Athens GA 30606

CREDITOR: 739 -- ATHENS REGIONAL LIBRARY SYSTEM

DATES LISTED: ~~01/01/1990~~ TO 06/30/2004

3/8/04

Accounts Submitted	:	1,127	Dollars Submitted	:	116,184.26	Dollars Received	:	19,789.37
Bankruptcies	:	1	Dollars in Bankruptcy	:	79.30	Material Returned	:	8,521.48
Incorrect Addresses	:	279	Dollars in Skips	:	28,373.37	Dollars Waived	:	585.90
Patron Disputes/Suspends	:	6	Dollars in Dispute	:	760.49	Total Activated	:	39,834.68
Accounts in Process	:	841	Dollars in Process	:	81,313.59	% of Dollars Activated	:	48.99%
Accounts Activated	:	310						
Accounts Activated	:	36.86%						

Accounts over \$35
 are sent to Unique

Total in dollars received,
 material returned, &
 dollars waived
 \$28,897

For every \$1 spent, we
 have received \$3.36
 in cash and material.

Athens Regional Library Board
Nominating Committee Meeting
September 28, 2004

Present: Howard Shapiro, Chair, Libby Murray, Diana Hartle, Kathryn Ames, Pam Blake to record minutes.

The meeting was called to order at 10 AM. It was agreed to ask Michael Moke to remain as Chairman since he filled the unexpired term of Wayne Miller. Mr. Shapiro said he wouldn't mind continuing as Treasurer. It was agreed to ask Mr. Prokasy to continue as Vice-Chairman and to ask Logan Mathis to serve as the At-Large member. Diana Hartle agreed to be the back-up choice if anyone declined serving another term.

Howard Shapiro will present the slate at the board meeting.

The meeting was adjourned at 10:15.

Kathryn Ames, Secretary

Athens-Clarke County Library Board
Nominating Committee Meeting
October 7, 2004

Present: Corwin Mokler, Chair; Jim Heyl, Bill Prokasy, and Pam Blake to record the minutes. Ann Dunn was absent.

The meeting was called to order at 12:35 PM. It was noted that Judith DeJoy had been asked to serve as Vice-Chair knowing she was going to be asked to move up to Chair. Mr. Mokler will confirm this with Ms. DeJoy. Mr. Mokler said he wouldn't mind continuing as Treasurer. It was agreed to ask Fran Lane to serve as Vice-Chairman reminding her that the position is for two years and although there is no automatic succession up to Chair, to ask if she might consider moving up to Chair at the end of this term. Anjanette Williams was the choice of the committee to serve as Vice-Chair if Fran Lane declined.

Mr. Mokler will present the slate at the board meeting.

The meeting was adjourned at 12:50.

ATHENS CLARKE COUNTY LIBRARY BOARD
MINUTES
October 12, 2004

The quarterly meeting of the Athens-Clarke County Library Board was called to order at 4:00 by Chair, William Prokasy. Those present were Ms. Abercrombie, Mr. Bentley, Ms. Childers, Ms. DeJoy, Ms. Dunn, Mr. Heyl, Ms. Kohl, Ms. Lane, Mr. Mokler, Mr. Timmons and Ms. Williams. Ms. Hartle, Ms. Hawks-Bradley and Ms. Pope were excused. Ms. Bell was absent. Staff included Mrs. Ames, Mrs. Simonds, and Mrs. Blake who recorded the minutes.

The minutes from the meeting of July 13, 2004 were approved as mailed on a motion and second from Mr. Timmons and Mr. Bentley.

Ms. Simonds presented the financial report for information. At the end of the first quarter of fiscal year 2005, we were a little below 25% in both revenue and expenditures. Some categories are more than 25% because they are one time costs for the year, such as cleaning the carpets and supplies.

The agenda was unanimously adopted on a motion and second from Mr. Heyl and Mr. Mokler.

County Report -Melody Wilson, Engineer, and Gail Clemons came from the county to explain Storm Water Management and the Utility Fee that has been proposed to help the county meet federal compliance guidelines. All property, even county owned property, will have to pay this utility as proposed. The library's bill and all other Athens-Clarke County properties will be paid this year out of the \$1.7 million that will be freed up from the General Fund if this utility passes. The library's bill was calculated to be \$173.52/month or \$2,082 annually. The decision should be made in December at a Commission meeting and also depends on SPLOST passing.

Committee reports followed:

Friends of the Library -Friends have allocated \$3000 to the SPLOST Education Committee to help pay for advertising to promote the SPLOST projects.

Winterville - No one present.

PR - No report however, there are some press clippings at the end of the attachments regarding recent library events.

Building and Grounds - Ms. Williams reported we had a complaint about people smoking at the end of the overhang the committee decided this issue did not need to be revisited.

Materials Complaint Committee -The complaint that was tabled at the last meeting had not been reviewed again.

SPLOST - The Friends will put an ad in the paper prior to the election to support it's passage and will write letters to the editor in support.

FOL Advocacy Workshop - Ms. Kohl reported that Peter Pierson, President of National Friends of the Library had led a lively discussion on advocacy at the workshop at the Oconee Library last month.

Director's Report

Mrs. Ames gave a power point presentation about the library having received a \$250,000 IMLS Grant - Institute of Museums and Library Services - in partnership with The Lyndon House Arts Center. We are excited to be only one of 3 public libraries to receive this grant. She explained the goals and information about what will occur during each of the three years of the grant. The Grand Opening at Pinewoods Trailer Park will be around December 1.

Mrs. Ames then presented a power point Annual Report. She mentioned two things specifically. Staff members have been challenged to check out one book a week to increase circulation (she encouraged board members to do the same) and that we had managed the budget reductions without having to let any staff go. Mrs. Ames formal written report is attached.

Page Two
Athens-Clarke County Library
October 12, 2004

Unfinished Business

The Athens-Clarke County FY05 funding contract was unanimously approved on a motion and second from Ms. Lane and Ms. Kohl.

Mr. Mokler presented the Nominating Committee's slate of officers for 2005. They are Chair: Judith DeJoy
Vice-Chair: Fran Lane
Treasurer: Corwin Mokler

This slate was unanimously elected on a motion and second from Ms. Abercrombie and Mr. Bentley.

New Business

The Personnel Committee recommended Mrs. Ames make an appropriate response to the staff person requesting extended maternity leave based her on day to day staffing needs.

Other Business

Jim Heyl was recognized for his 10 years of service on the Athens-Clarke County Library Board, this being his last meeting.

There being no further business, the meeting was adjourned at 5:13 PM. on a motion from Ms. Dunn and Mr. Mokler.


Kathryn S. Ames, Secretary

ATHENS-CLARKE COUNTY LIBRARY BOARD
AGENDA
October 12, 2004

Call to order.

*Minutes of July 13, 2004.

Financial Report.

Public Comment.

*Adopt Agenda.

County Report on Storm Water Management and Utility Fee: Jason Peek and two other members from The Storm Water Advisory Committee.

Staff Report: IMLS grant
Annual Report

Committee Reports.

- 1.Friends of the Library
- 2.Public Relations
- 3.Building & Grounds
- 4.Material Complaints
- 5.SPLOST
- 6.Friends Advocacy Workshop

Director's Report.

Unfinished Business.

- *Approve contract with Athens-Clarke County, FY05 funding.
Report: Nominating Committee

New Business.

- Personnel Committee Report
- Emergency Procedures Handbook

Other business.

- Board Members Eligible for Re-appointment to Library Board
 - Diane Kohl
 - William Prokasy

Deadline for Applications: November 5, 2004

Recognition of Jim Heyl for 10 years of service on the board

Adjourn.

FY2005
Athens-Clarke County Library
 July 1, 2004 through September 30, 2004

Revenue:	FY2005 Amount	Amount Received	Balance	% of Budget Received
Athens-Clarke County Commission	1,395,745.00	348,936.27	1,046,808.73	25.00%
City of Winterville	10,000.00	-	10,000.00	0.00%
ACCL Fines	70,000.00	13,504.12	56,495.88	19.29%
ACCL Copy Money	15,000.00	2,556.15	12,443.85	17.04%
ACCL Meeting Room	1,950.00	250.00	1,700.00	12.82%
Winterville Fines	1,000.00	276.13	723.87	27.61%
Winterville Copy	125.00	34.70	90.30	27.76%
Staff Development Day revenue from branches	294.75	294.75	-	100.00%
Interest	6,000.00	136.67	5,863.33	2.28%
Totals	1,500,114.75	365,988.79	1,134,125.96	24.40%

Expenditures:	Budget Amount	Amount Expended	Balance	% of Budget Expended
Outreach	42,000.00	10,500.00	31,500.00	25.00%
Wages/Benefits*	1,256,749.00	318,832.78	937,916.22	25.37%
Solinet	1,200.00	-	1,200.00	0.00%
Workers Compensation	6,500.00	(401.00)	6,901.00	-6.17%
Staff Development	1,500.00	1,500.00	-	100.00%
Staff Development Day Branches	294.75	226.57	68.18	76.87%
Equipment Repair and Maint.	8,000.00	2,626.47	5,373.53	32.83%
Telephone	14,000.00	3,247.67	10,752.33	23.20%
Postage	6,500.00	739.34	5,760.66	11.37%
Travel	2,500.00	290.38	2,209.62	11.62%
Advertising	7,000.00	529.72	6,470.28	7.57%
Insurance	5,000.00	-	5,000.00	0.00%
Supplies	29,171.00	4,386.11	24,784.89	15.04%
Printing and Publicity	3,700.00	545.71	3,154.29	14.75%
Equipment Purchase	5,000.00	-	5,000.00	0.00%
Dues/Registration	1,500.00	-	1,500.00	0.00%
Cleaning Service	9,000.00	5,485.00	3,515.00	60.94%
Electricity	85,000.00	19,796.56	65,203.44	23.29%
Gas Heat	8,000.00	895.73	7,104.27	11.20%
Water, Sewer, Garbage	7,500.00	966.02	6,533.98	12.88%
Totals	1,500,114.75	370,167.06	1,129,947.69	24.68%

Revenue over (under) expenditures

- (4,178.27)

*Includes Security / Professional Services

	<u>Budget Amount</u>	<u>Amount Expended</u>	<u>Balance</u>	<u>% of Budget Expended</u>
State Grants:				
Personnel	594,428.48	148,607.12	445,821.36	25.00%
Materials	71,666.75	16,391.12	55,275.63	22.87%
M&O Grant	74,870.20	18,423.27	56,446.93	24.61%
Travel	3,000.00	10.00	2,990.00	0.33%
Special Needs Learning Center	139,316.60	32,265.52	107,051.08	23.16%
	<u>883,282.03</u>	<u>215,697.03</u>	<u>667,585.00</u>	<u>24.42%</u>

SPLOST:

Athens	97,277.00	11,574.51	85,702.49	11.90%
Winterville	1,500.00	-	1,500.00	0.00%
Lay Park Resource Center	1,500.00	70.63	1,429.37	4.71%
East Athens Resource Center	1,500.00	70.63	1,429.37	4.71%

TOTALS	<u>101,777.00</u>	<u>11,715.77</u>	<u>90,061.23</u>	<u>11.51%</u>
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Total State Grants & SPLOST

	<u>985,059.03</u>	<u>227,412.80</u>	<u>757,646.23</u>	<u>23.09%</u>
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Fund Equity ("Reserve")

Fund Equity ("Reserve") at 07/01/04	232,907.03
Less Reserved/ Identified Funds:	
Vacation Liability	(130,916.51)
Gifts/Endowment	(14,282.35)
One Months Operating Expense	(124,985.00)
	<u>(37,276.83)</u>

Our IMLS Grant: Bridging the Gap

- Improve educational levels through Plaza Comunitaria, ESOL training, computers, parent child workshop
- Increase use of library & arts center through programming, collection development & staff training
- Provide opportunities for cultural exchange through Family to Family program

Exploring Partnerships

- | | |
|---------------------------------------|---|
| • Friends of Library | • Lyndon House Arts Ctr. |
| • Catholic Social Svcs. | • Athens Newspapers |
| • UGA Office of Internat. Development | • Eco Latino |
| • Caribbean & LA Assn. | • Family Place, Even Start, Head Start |
| • Clarke School Dist. | • Mexican Consulate |
| • Family Connection | • Instituto de Mexico |
| • Community Connection | • Local Mexican restaurants, grocery stores, and businesses |
| • Rotary Int., Lions, Optimist Clubs | |

Year One Activities

- Set up branch facility at Pinewoods North
- Hire coordinator and assistant
- Establish Plaza Comunitaria
- Begin programming activities
- Set up Mexican Art exhibit
- Plan 2 major events for 2005
- Implement staff language training

Year Two Highlights

- Provide art instruction for community
- Continue collection development
- Curate exhibit of Mexican heritage artists in Georgia
- Travel exchange between sister institutions in Mexico/Athens
- Continue outreach programs

Year Three Highlights

- Exchange of exhibits with Mexico
- Continue to develop collection, build language skills of staff, provide special events
- Evaluate, evaluate, evaluate and plan for continuation

Budget Information

• Personnel	\$141,130
• Fringe Benefits	19,682
• Consultant fees	5,000
• Travel	19,400
• Equipment	14,300
• Books	9,000
• Internet (state supplied)	10,200
• Lease classroom, utilities	55,858
• Art Exhibit	11,500

Athens-Clarke County Libraries

Annual Report 2003-2004

	<u>2004</u>	<u>2003</u>	<u>Change</u>
Circulation	624,620	625,644	-1.7%
Visits	618,927	818,454	-24%
Reference ?	94,343	97,698	-3.4%
Large Print Use	9,395	11,274	-16.6%
Adult Programs	133	163	-18%
Technology	3	22	
Literacy	122	192	
Literacy	31	109	
ESL	31	2	
Sr. Citizens	0	23	

	<u>2004</u>	<u>2003</u>	<u>Change</u>
# Using Computers	198,788	202,771	-1.9%
ILLs	433	354	22%
PINES Loans	12,252	9,407	30.2%
PINES from other libs.	5,985	4,383	36.6%
# Volunteers	93	193	
# Volunteer Hours	1,889	3,289	
YA Volunteers	32	8	
YA Vol. Hours	244	60	

	<u>2004</u>	<u>2003</u>	<u>Change</u>
Collection	204,318	187,844	8.8%
Foreign Lang.	3,656	2,824	29%
Spoken Audio	4,457	4,249	4.8%
Music CD	690	418	65%
Videotapes	5,975	5,363	11%
Subscriptions	174	264	-34%

	<u>2004</u>	<u>2003</u>	<u>Change</u>
ACC Unified Gov.	\$1,317,377	1,305,536	1%
Winterville	8,000	10,100	**
State Grants	902,569	976,643	-7.6%
LSTA	5,500	20,000	-72.5%
Local Salaries	1,341,541	1,297,885	3.4%
Benefits	319,501	310,936	2.75%
Local Books	112,791	91,415	23%
Other Expenses	435,472	475,063	-8.3%

Highlights of FY2004

- Managed reductions of funding without terminating employees.
- East Athens and Lay Park received 100 books on tape and tape players to improve reading skills.
- Lay Park conducted an Intersession in October and May for students in the extended school calendar.
- Completed "Coaching Entry Level Staff" for all branch managers & supervisors.

- Web Development Team has learned HTML code, kept regional pages up to date, and added new pages and features.
- Members of Information Services began the Passport Service on 10-1-04.
- Native Athenian storyteller Dorothy Holt was a huge success!
- The teen coffeehouse for Young Adults has been very popular this year, particularly with Misha Cahnman, slam poet.

- Adult programming has been very successful with Live!, John Lewis, book groups, Brown Bag lunch, and many other popular events.
- Outsourcing cataloging and changing acquisitions systems helps to get new books to our patrons ASAP.

Plans for 2005

- African-American Book Club begins in October.
- Apply for CDBG year round reading incentive program for East Athens and Lay Park Resource Centers.
- Continue outreach to Pinewoods North Community (IMLS Grant).
- Develop Building Program for SPLOST Project.
- Update Computers (New Gates Computers = 125 new)
Explore wireless technology with pilot project in reference area.

- Continue collection evaluation, weeding out of date titles, adding new materials.
- Increase outreach to daycare centers and schools and encourage class visits to library; work with home-schooled families.
- COUNT every user of reference, computers and program attendance!
- Encourage Friends to support growth of AV collections which are highly used.
- Build staff skills by providing additional opportunities for training, particularly with PINES & computer software.



Athens-Clarke

COUNTY LIBRARY

Endowment Fund, Inc.

Progress Report

October 12, 2004

Financial Status

- ◆ The Endowment Fund's current total is \$572,543.14.

Campaign Status

- ◆ Todd Emily, President of the Endowment, has been out due to back surgery. The new campaign should get kicked off soon.

Recent Donations

- ◆ The plate wall downstairs which recognizes donors of \$3000 and up recently caught a patrons attention. We received a \$3000 donation to the Endowment the same day.

Ideas/Suggestions

- ◆ Ideas for a fundraiser? Suggestions for new Endowment board members? Contact Stacey O. Ferrelle at 613-3650, ext. 336.

Director's Report
October 12, 2004

On September 16, the library suffered a serious power failure. One of the two main circuit breakers failed taking out all of the computers, HVAC, telephones and wall outlets in the building. This is the second time a circuit breaker has failed and we learned the first time that parts are no longer available. However, there is a mechanical wizard in Atlanta who has been able to fix the equipment so far. Even though I am not supposed to campaign for SPLOST, I do need to say that if that passes, these circuits will be among the first things to be replaced! We closed the library at 5:00 and reopened the following day with full power and a much greater appreciation for the role computers play in our daily work.

We began service as a passport acceptance agency on October 1. To date, we have had 3 applications processed. All of the reference staff has been trained and sworn in as agents and if the volume of calls is any indication, we will see many individuals who want to apply for or renew passports.

Staff Development Day on Sept. 15 was a great success. Featured speakers included Stacey Chandler from the Special Needs Library, Shane Todd from Chik-Fil-A talking about customer service, and Tom Camp discussing dealing with emotionally ill patrons. Tom also led a session on stress management. Katherine Gregory, our former systems administrator and now with PINES, led two sessions on use of PINES. Kimberly Leffert and Stacey Ferrelle discussed different software applications. Amy Miller, store manager, planned the Family/Library Feud concluding event. Sue Plaksin was the chairman of the day and the only negative comment was "Too much food!"

As a part of Staff Development Day, the Committee developed a Problem Patron Manual which details how to deal with specific issues. The Committee did an excellent job in developing this manual and providing specific language to use while approaching the public. Every staff member received a copy of the manual and we expect each to read it before a situation arises.

Pam Blake has also updated the Emergency Procedures Handbook which gives telephone numbers and contacts for specific situations such as the Madison County tornado. By the way, manager Suzie DeGrasse did exactly the right thing in moving patrons to an interior restroom just seconds before the tornado struck. No one was injured, but the new addition to the building [1992] will be demolished and rebuilt. Quick thinking by library staff and recreation department members saved materials. Commission Chairman Wesley Nash was extremely helpful in assessing the damage and making plans for resolution to the situation. He supplied trustees to help move shelving and as soon as a temporary wall is installed, the library will be ready to open [sometime next week!]

The Georgia Library Association meets in Athens Thursday-Friday of this week. Several staff members are involved in presentations including Judy Atwood, Suzie DeGrasse [Madison County], and Debbie Thrasher [Oconee County] talking about our supervisor

training program; MaryAnne Driver serves on a panel discussing use of students in circulation; Clare Auwarter is hosting an author event Thursday night; and Gail Firestone, Sister Margarita and I will be presenting a program on Latino Library Services. I am also presenting two sessions on Creating Policies for Results and Managing for Results with Susan Stewart of Hall County Library. Several other staff members plan to attend or visit exhibits.

Laura Carter and I have been meeting with Keith Parker from UGA's Diversity Office to discuss several on-going projects between his office and the Library. We will be hosting an exhibit developed by Journalism students which includes photos of well-know Athenians. Dr. Parker has helped organize several community discussions of racial issues which have been held here in the auditorium.

The Library hosted a volunteer recognition event at Memorial Park on Sunday, Sept. 26 and many longtime volunteers were honored with books to be placed in the library collection.

Our National Leadership Grant from the Institute for Museums and Libraries is a huge honor! 66 libraries [academic, public, special] applied for these grants and 19 were funded. They are extremely competitive [In Georgia this year, Emory University and Telfair Museum in Savannah won grants] and we fully expected that we'd get comments and apply again next year. Gail Firestone, Clare Auwarter and I made up the Library Team and Claire Benson, Madeline Darnell, and Nancy Lukasiewicz made up the Lyndon House Team. The review panel gave us top marks and stated that we had underestimated the national impact this proposal could have. We have been urged to keep a log of everything we do to share with others, and we have decided to begin by putting highlights on our web page.

In the past two weeks, we have visited portable classroom vendors, spoken with the manager of the Pinewoods North Trailer Park, selected a site, and begun the permitting process with the County. George Webber is going to Mexico next week for training for the Plaza Comunitaria [where Mexicans can get a distance education high school diploma via satellite classes which then enables them to enroll at Athens Tech or other training programs]. The Mexican Government pays for all of his expenses except the flight to Mexico City. Gail Firestone will be going to Guadalajara for the book festival in late November; she won an American Library Association grant to attend. The IMLS grant will help provide books for the Learning Center. Next task is to hire someone who is bi-lingual, but a native Spanish speaker to serve as coordinator and a part-time clerk.

A busy quarter! In addition to the Summer Reading program, we have been working on developing objectives for the year. Our focus continues to be on providing excellent service for the community and we will initiate more staff training. We will offer more computer training programs for the public, work to keep shelves in better order, work with the schools to provide additional materials to supplement the school media centers, implement a new acquisitions system to get new books to the shelves more rapidly, and work to promote the services we do offer.

Passport Services

Description of Services and Policies

1. The Athens-Clarke County shall serve as a Passport Acceptance Facility and work in cooperation with the United States Passport Agency.
2. Passport services are designed to provide passport information and passport application assistance to all United States citizens and nationals who wish to obtain a passport. The United States Department of State enforces strict guidelines for passport applications. The Library makes every effort to see that your application be approved and processed in a timely manner by encouraging you to fill out the application fully and clearly. Failure to do so can cause delays in receiving your passport.
3. Athens-Clarke County Library is an application acceptance facility and does not issue passports.
4. The State Department requires the following documents of all applicants:
 - a. Positive proof of identity, any one of the following:
 - Previous U.S. passport
 - Birth certificate
Certified birth certificate or certified copy of birth certificate issued by an office of vital statistics or registrar of deeds.
 - Valid driver's license
 - Official military identification card

In addition, the following are required:

- Social security number
- Two identical passport photos meeting size requirements (can be obtained at these businesses- Kinko's, Wolf's Camera.)
- Check or money order to be made to the U.S. Dept. of State for \$55.00 per adult and \$40 per application by a minor (under age 16). No credit cards accepted.
- Payment of \$30 execution fee to Athens-Clarke County Library for each application, no credit cards accepted. Payment should be cash, check, or money order to the Library.

5. Athens-Clarke County Library is not responsible for any attempted fraud through the following means:

- Altered birth certificate
- Lying under oath
- Attempted kidnapping of child
- Child support payments arrears

6. Athens-Clarke County Library takes no responsibility for payment of passport fees. Passport fees are non-refundable.

7. Passport applications for an individual(s) are NOT public records and should be maintained as confidential information.

8. Applications and fees shall be locked in a safe until taken daily to the post office for mailing. Only copies of daily transmittal lists shall be kept locked for internal tracking purposes and to assist the Passport Agency in locating and accounting for applications. These shall be kept for at least one year.

9-8
9. The Reference Desk (second floor) will accept U.S. Passport applications. Hours for this service are Monday-Thursday, 9am-5pm and Friday, 9am-5pm (excluding days the Library is closed). ~~Evenings and weekends are by appointment only.~~ (Give hours) Please allow at least 15 minutes per application so that all applications are completed before closing time.

Sat. 12-5
Sun. 2-5

10. All first-time applicants must apply for passports in person using form DS-11. Both parents must sign the application (DS-11) for any child under age 14. The child must be present regardless of age. If both parents cannot be present, a statement of consent from the absent parent must be presented (DS-3053). Children age 14-17 must sign the application themselves.

11. Renewals of valid U.S. passports may be handled yourself by mail, provided your passport is no more than 15 years old, and you were over the age of 16 when it was issued.

Circulation Statistics FY2005

Athens-Clarke

	FY 1998	FY 1999	FY 2000	FY 2001	FY 2002	FY 2003	FY 2004	FY 2005
July	59,763	53,095	52,481	52,053	54,412	61,427	56,169	53,509
August	52,539	46,296	47,218	47,525	45,419	49,293	46,784	47,914
September	48,296	41,867	41,387	43,002	*41,353	47,240	48,377	47,886
October	53,942	43,436	43,845	45,942	47,122	57,452	50,682	
November	50,775	43,864	42,818	42,981	45,608	45,848	47,586	
December	42,033	36,543	34,062	35,233	35,416	37,140	39,831	
January	50,636	44,732	44,353	45,612	46,477	46,254	47,850	
February	45,637	44,442	44,795	43,846	46,153	45,418	46,870	
March	48,537	47,647	47,750	48,111	49,845	49,447	51,329	
April	42,423	43,149	44,551	43,275	49,952	47,080	44,599	
May	42,166	39,685	43,412	43,311	48,281	48,821	45,217	
June	52,335	55,027	56,060	57,630	57,337	61,775	60,061	
TOTALS	589,082	539,783	542,732	548,521	526,022	597,195	585,355	
In-House Use					496,860	443,508	379,730	

*PINES system down 18 hours

Athens -Materials Reshelfed After Use

	FY 1998	FY 1999	FY 2000	FY 2001	FY 2002	FY 2003	FY 2004	FY 2005
July				1,703	2,486	1,974	2,260	3,099
August				2,727	1,498	2,239	2,328	2,404
September				2,012	2,150	2,678	2,505	2,092
October				2,515	2,723	3,116	2,352	
November				1,956	*1,995	2,295	1,787	
December				1,378	1,554	2,091	2,284	
January			1,369	2,014	1,626	2,293	2,045	
February			2,331	1,975	2,467	2,335	2,736	
March			2,521	2,281	2,784	2,308	3,397	
April			2,408	2,254	2,781	2,541	2,433	
May			1,796	2,042	2,328	2,466	2,278	
June			2,207	2,295	2,241	2,113	2,860	
TOTALS			12,632	25,152	24,638	28,449	29,265	

*Prior to Nov, 2002, In-house figures were included in Athens Circulation

Winterville

	FY 1998	FY 1999	FY 2000	FY 2001	FY 2002	FY 2003	FY 2004	FY 2005
July	671	784	961	877	1,174	1,295	1,616	1,294
August	394	541	773	857	909	1,026	1,103	1145
September	394	414	660	577	2,543	1,006	1,216	829
October	552	432	681	578	738	990	890	
November	523	376	629	697	723	1,097	874	
December	291	355	497	487	479	618	1,137	
January	421	308	579	970	598	760	922	
February	372	367	507	912	818	771	743	
March	381	495	641	929	818	927	1,096	
April	481	429	370	613	676	706	807	
May	420	442	512	753	1,139	1265	973	
June	656	823	709	925	1,544	1018	1,407	
TOTALS	5,556	5,766	7,519	9,175	12,159	11,479	12,884	
In-house Use						11,596	3,562	

Community

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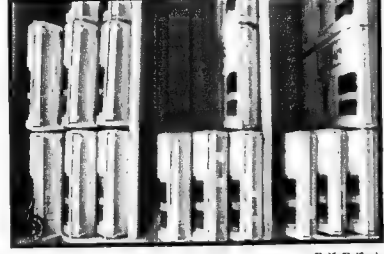
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Albans

For the record(er)



From left, BellSouth Telephone Pioneers members Pete Argo, Larry Long and Billy Patton pose in their workshop at the Athens-Clarke County Library with tape machines for the visually impaired and disabled. The three retired employees volunteer their time and skill to repair the machines.

By Wayne Ford
wayne.ford@onlineathens.com



These are some of the playback devices in the Special Needs Library.

This was no mission impossible for the man from Cedar Creek subdivision. When Pete Argo walked into a room at the Athens-Clarke County Library where 10 tape recorders were stacked on a desk, he already knew his mission - repair them.

When complete, the last thing he wanted was a flare up that would destroy the tape, like the one in the old "Mission Impossible" television series.

Argo, along with two other retired men, Larry Long of Athens and Billy Patton of Winterville, visit the library at least a couple of times each month to repair the tapes and the machines. Their volunteer work is actually a civic project sponsored by the Athens BellSouth Telephone Pioneers that has been underway now for nearly 20 years. Argo has been volunteering since shortly before he retired from BellSouth about 16 years ago.

As he sat at a desk in a quiet room, he read a card explaining what is wrong with one particular recorder. "See, there is no sound," he said. "We need to fix it." He opened the plastic "window," he said, snapping in a cassette tape. He opened the plastic covering. "This is a drive, and see that rubber band? That's poor

See RECORDER on B10

Local men fix tape recorders for people who are blind and disabled

sle

Our-part BBC documentary aces history of country music

By John Gavett
Associated Press

SHVILLE, Tenn. — Country Music Television's four-part documentary on the history of country music, "Lost Highway," will be repeated on the network's cable channel on Tuesday. The series, narrated by actor and singer Life Lovett, traces the history of country music from its roots in the Appalachian region to a multi-billion-dollar industry.

The series, "Down From the Mountain," follows the evolution of the genre from its roots in the Appalachian region to a multi-billion-dollar industry. The series, narrated by actor and singer Life Lovett, traces the history of country music from its roots in the Appalachian region to a multi-billion-dollar industry.

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Singer and actor Life Lovett narrated the Country Music Television cable channel's four-part documentary on the history of country music, "Lost Highway." The History of American Country, a BBC documentary.

approach, the series seems more interested in public television than in the commercial networks of MTV and VH1.

But CMT's Paul Villard, vice president of programming and development, said the station was drawn to the quality of the series. He also said country music audiences and artists have been drawn to the series for the past several years.

"People talk about Hank Williams today with the same reverence they did when he stepped on that Opry stage," Villard said.

On the Net: www.cmt.com

RECORDER from B1

engineering because it will stretch after a while." To fix this common problem, Argo or one of his companions will put in a new band assembly, which will have plenty on hand.

The men have now many machines they repair for the Pioneers, who keep a record on their cove projects. Since 2000, the three men have repaired 1,190 tape recorders.

"They do a great job," said Stacey Chandler, manager of the Special Needs Library of Northeast Georgia. "I'm amazed at the number of players in the program are specially made because the recorded tapes in the program won't play on a regular cassette player."

La Vern Gordon, librarian assistant, said the players in the program are specially made because the recorded tapes in the program won't play on a regular cassette player.

The Athens library serves residents in 21 counties in this national program funded by the U.S. Congress. According to a news release from the National Library Service in Washington, D.C., the program was appropriated \$30.4 million in fiscal year 2004.

Argo said he keeps busy in his retirement working for cleanup work at state parks such as Walleye Lake.

Besides his time with the Pioneer program, Argo said he keeps busy in his retirement working for cleanup work at state parks such as Walleye Lake.

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A patch is tucked up in the room where BellSouth Telephone Pioneers members work at the Athens-Clarke County Library with tape machines for the visually impaired.

Sometimes they come across a tough one to repair. "We get a hold of one every once in a while," he said. "The instructions are, don't spend too much time on one machine. But if we get one like that, we are determined we're going to fix it."

Argo said he enjoys this program with the Pioneers, which sponsors a number of community projects from Christmas tree recycling to volunteering for cleanup work at state parks such as Walleye Lake.

Then he maintains the flowers and plants at the entrance to Cedar Creek subdivision, where he lives. "I do a little bit of everything. I try to play golf on Thursdays with Milton Little. He's a retired pharmacist."

Someone put up a sign, "I don't know who, but it stayed up for 30 days," he said. "If you go home and see a sign like that, you'll find out. So, you've got to stay active."



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Athens Business Center,
next to Mobilizers
706-533-0088

An Upscale Consignment
Shop for Moms and Kids

Hours: Monday through Friday 10:00-6:00 • Saturday 9:00-3:00

Gentleman's
life is
admirable

It is hard to locate an address in Vermont where it is not refreshing and soothing to the spirit — a countryside which is green and



I don't know about hard biting
winters, although I'd like to visit
sometime for a White Christmas.
Could it have been here Irving
Berlin wrote his famous song,
"White Christmas" when the
world was at war and snow to our
fighting men in Europe meant
heaping misery on misery?

In the fall, it's that overw/abundant beauty that attracts endless visitors to the state. All those hardwoods creating autumnal hues which suggest nature is the greatest artist of all.

Each morning, Dick rides into nearby Londonderry to pick up the New York Times. Kate goes shopping at the Vermont Country store, where there are often more

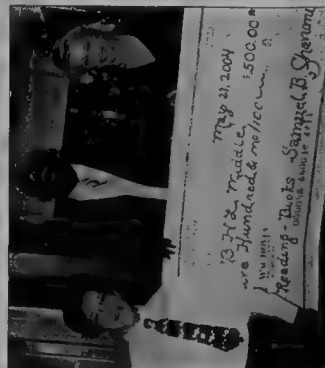
Rachel Buller, 16, and Hannah Orfman, 16, arrange produce at the Jubilee Partners booth at the Comer Farmers Market on July 10.

Clubs



The Athens Lions Club recently donated a collection of books on diabetes to the Athens-Clarke County Library. From left are Steve Helwig if the Athens Lions Club and Pam Blake, administrative assistant at the Athens-Clarke County Library.

Burney-Harris-Lyons Middle School



Quick Gil



TODD grandson of Sara Mae James Mercer of Cambridge, Mass. Mr. and Mrs. T.E. Todd and is the great-nephew of the late Mr. and Mrs. of Snelville. Todd is a member of the 4-H Club and is a member of the Dink and Bessie of Athens.

Millie Payne Hartwell

Mildred "Millie" Hill Payne, 83, died Sunday, Sept. 19, 2004, in Hendersonville, Tenn. Memorial services will be at 1:30 p.m. Sunday at Hartwell First Baptist Church. Burial will be in Nancy Hart Memorial Park. Survivors include her husband, Francis C. "Bud" Payne; a daughter, Janet Payne Zeigler, Hendersonville, Tenn.; a son, John Scott Payne, Hiram; a sister, Jane Hill Reynolds, Murphy, N.C.; a brother, Paul E. Hill, Hendersonville, N.C.; two grandchildren; and nieces and nephews. Strickland Funeral Home has charge of arrangements.

Athens Banner-Herald, Wednesday, Sept. 22, 2004

Local news

Library gets grant for Spanish branch

The Institute for Museum and Library Services on Tuesday awarded the Athens-Clarke County Library a \$260,030 grant to establish a Spanish branch library in collaboration with the Lyndon House Arts Center.

The project, titled "Bridging the Gap," will start Oct. 1, the library said.

Under the "National Leadership Grant for Libraries" grant, the library and Lyndon House will establish a branch library for a Latino neighborhood in north Athens. The library will offer story hours and parenting programs in Spanish, establish a "Plaza Comunitaria" to award high school diplomas to Mexican immigrants through distance education, provide ESL training, and offer after-school programs for children.

Goals of the program are to improve the educational level of the immigrant Mexican population through outreach initiatives, to increase use of library and arts center facilities by the Mexican-American community and to provide opportunities for educational and cultural exchange between the Mexican community and the established community.

Sara McQueen Milledgeville

Sara Eastin McQueen formerly of Athens, GA died Saturday, September 18, 2004 in Milledgeville, GA.

Survivors include son, Dempsey Eastin Allgood, of Boone, NC 6 grandchildren, 13 great grandchildren.

Mrs. McQueen was predeceased by husband, John Hardin McQueen and daughter Mary Frances "Sister" Cody of Florida. Burial will be private.

Moores Funeral Home has charge of arrangements.

Please sign our Obituary Guest Book at www.onlineathens.com

Athens Banner-Herald, Wednesday, Sept. 22, 2004

Willie James Wright Athens

Willie James Wright, 77, of Spring Valley Road, died Friday, Sept. 17, 2004, at St. Mary's Hospital. Services will be at 11 a.m. Thursday at Mack and Payne Funeral Home. Burial will be in the East Lawn Memorial Cemetery. Survivors include a daughter, Debra Pittman, Athens; a son, Sam Worthen, Bronx, N.Y.; a sister, Mary Alice Coleman, Athens; 10 grandchildren; and two great-grandchildren.

Athens Banner-Herald, Wednesday, Sept. 22, 2004

Lucille D. Sellers Watkinsville

Lucille D. Sellers, 93, of Watkinsville, Georgia, formerly of Henderson, Kentucky, died Tuesday, September 21, 2004, at Mulberry Grove Assisted and Retirement Living in Statham, Georgia.

She was a member of Immanuel Baptist Temple. She was a retired school teacher, having taught at Barret Junior High School for more than 30 years.

Survivors include two sons, Randy Sellers of Watkinsville, Georgia, and Ed Sellers of Columbia, South Carolina; one sister, Mildred Joy Gardner of Henderson, Kentucky; three grandchildren; and two nieces.

Graveside services will be at 3 p.m. Saturday at Fairmont Cemetery in Henderson, Kentucky. The Reverend John Dunaway will officiate. Friends may call from 12:30 to 2:30 p.m. Saturday at Rudy-Rowland Funeral Home in Henderson, Kentucky.

The family will receive friends

Frances Sanders Athens, GA

Frances O. Sanders, 83, died September 20, 2004.

Born in Taliferro County, she was the daughter of the late Charles and Frances Ogletree, widow of Reuben Horace Sanders and preceded in death by a son, Mark Sanders. She was the first Tupperware dealer in Athens and retired after 35 years. Mrs. Sanders was a member of Prince Avenue Baptist Church.

Graveside services will be Wednesday, September 22, 2004 at 2:00 PM at Evergreen Memorial Park with Rev. Bill Ricketts officiating.

Survivors include a son and daughter-in-law, Terry and Lynn Sanders of Athens; brother, Carroll Ogletree of Bishop; 5 sisters, Carolyn Tanner of Winterville, Louise Smith of Charlotte, NC, Reba Cooper of Macon, Elizabeth Johnston of Olympia, WA and Edna Capps of Portland, OR; grandchildren, Elizabeth (Beth) Sanders and Catherine Sanders of Athens, Debra Kay Sanders and Jonathan Sanders and a number of nieces and nephews.

In lieu of flowers, memorials may be made to Prince Avenue Christian School Building Fund.

Lord and Stephens, WEST is in charge of arrangements.

Please sign our Obituary Guest Book at www.onlineathens.com

Athens Banner-Herald, Wednesday, Sept. 22, 2004

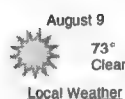
Alton White Griffeth Decatur, Georgia

Alton White Griffeth, of Decatur, passed away Monday, September 20, 2004.

A native of Clarke County, he was the son of Mr. and Mrs. Alton White Griffeth, Sr. and was preceded in death by a brother, Ronnie Griffeth. Mr. Griffeth was a resident of Decatur for 40 years. He was retired and was a U.S. Army Veteran.

Funeral services will be 2:00 p.m. Thursday, September 23, 2004 in the Chapel of Lord & Stephens Funeral Home, WEST with interment in Whitworth Cemetery.

Survivors include his wife, May Whitworth Griffeth; children, Barbara Herrington and her husband, Randy, of Union Point, Tony Cromer of Athens, Kay Henley of Morrow; brother, Wayne Griffeth of Dewy Rose; four grandchildren and five



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Story last updated at 8:59 PM on Aug. 6, 2004

Tant: Civil rights champion Lewis continues fight

"I got arrested. I went to jail for a time to make this country a better place," declared activist firebrand John Lewis from the speaker's podium at last year's landmark 25th Annual Athens Human Rights Festival in downtown Athens.

The civil rights warhorse returns to Athens at 3 p.m. Sunday to speak to what will no doubt be a large and enthusiastic audience at the Athens-Clarke County Library on Baxter Street here in the Classic City. Now a congressman from Georgia's Fifth Congressional District, Rep. Lewis will kick off a series of films and lectures called "The Sixties: America's Decade of Crisis and Change" that will run at the library through Sept. 19.

There is no person in Georgia who is better qualified than John Lewis to speak about the turbulent decade of the 1960s. His life has been a saga of an Alabama-born poor boy who went from convict to congressman. Today, Lewis is truly the conscience of Capitol Hill, a leading light of commitment and courage in an often cringing and craven Congress.

Lewis will be here in Athens tomorrow to discuss his critically acclaimed autobiography, "Walking with the Wind." The late Senator Paul Wellstone called Lewis's movement memoir "a beautiful, powerful book, not just about our past, but about our future."

Harvard University black history scholar Cornel West has called Lewis "a national treasure and said that "No other elected official in America embodies the grand legacy of Martin Luther King Jr. more than John Lewis."

Born on a cotton farm in rural Troy, Ala. in 1940, Lewis quickly rose from his humble

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beginnings, but he never forgot his roots with the Southern working class, both black and white. Educated in Nashville, Tenn., Lewis is a graduate of American Baptist Theological Seminary and Fisk University.



Ed
Tant

[more Tant columns](#)

In 1961, Lewis helped to organize the sit-ins and freedom rides that protested Southern Jim Crow segregation at lunch counters and aboard interstate buses. It was during those powerful days of the early civil rights movement that Lewis endured the first of his many arrests and incarcerations in his long and still incomplete struggle for freedom for all Americans of every race.

As a youthful chairman of the Student Nonviolent Coordinating Committee (SNCC), Lewis marched alongside Dr. King, and in 1963 he was a featured and fiery speaker at the massive civil rights march on Washington when King gave the soaring "I Have a Dream" speech. "Dr. King spoke from the soul at that moment," wrote Lewis in his memoir, "and anyone who saw it - anyone who sees it today - could feel it."

Dr. King's speech rocked the world, but it did nothing to soften the hearts of the white power structure of darkest Dixie. On March 7, 1965 - less than two years after King and Lewis had addressed movement multitudes in Washington - Alabama police beat and teargassed peaceful voting rights marchers in Selma, Ala. The event was the nightmare after King's "dream." It became forever known as "Bloody Sunday", and John Lewis was at the forefront of the march. He was severely injured as Alabama troopers attacked the marchers with clubs, gas and bullwhips.

Today, 40 years and more since he was a young man struggling to bring sanity to the South, John Lewis still fights for freedom. Never just a one-issue activist, Lewis has long spoken out for equal rights for women and gay people, for environmental protection and against such military misadventures as the current American invasion of Iraq. He was in the news again on June 26 when he told The New York Times that the ever-irascible Georgia Senator Zell Miller "has lost his way" and is "a shame and a disgrace" for speaking as a Democrat at the upcoming Republican convention in New York.

John Lewis deserves to be heard by all Americans. As he said here in Athens last year, "It doesn't matter whether we are black or white or Hispanic or Native American. We all live in one house. We are one people. We are one family."

* Ed Tant has been an activist since 1968 and a journalist in Athens since 1974. Write him at P.O. Box 912, Athens, GA 30603-0912.

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kind Sharon says the only of our lives that belong us are the day we were born my and I decided to interview

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This occurred to me on my last birthday when I realized that people who should have remembered it, didn't. And others, whom I had no idea knew my birthday, remembered it.

I was going to have to eliminate But at the last moment on my birthday, she talked me out of it. I saved it with my abiding love, a husband or children, though, because I can appreciate not obligation. I will include a few of my friends, but I know my birth date but I know my friends who help to keep me in order. They are a vacation at my

not forget the friends who red my tears since they are important than the ones who are not. I am a very happy, forget my birthday, life, Cindy didn't. Still, let's go Coca-Cola stock and I'm Southerners sick by their

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se it would be easier, though, I all to Diane Dew to decide . Dear readers,

ish is the author of the best- ook, "What Southern Women hat Every Woman Should," and In The Pit.

kind Sharon says the only of our lives that belong us are the day we were born my and I decided to interview

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History

Library program showcases the 1960s decade of memories



By Kimberly E. Mack
kim.mack@onlineathens.com

From the Beatles performance on "The Ed Sullivan Show" to American astronauts' successful moon landing, the people and events of the 1960s have made a dramatic impression on U.S. history and popular culture.

Perhaps because of that influence, the decade is the subject of a new program being showcased at select U.S. libraries.

Beginning today, the Athens-Clarke County Library kicks off "The Sixties: America's Decade of Crisis and Change," a five-week program of films, books, and other materials that explore the political and social ramifications of the decade.

The ACC library is one of 25 U.S. libraries selected to host the program, which includes film screenings and discussions about the Vietnam War, the Civil Rights Movement and other important parts of the 1960s era of U.S. history.

Coordinated by Robert Pate, Ph.D., head of the University of Georgia Libraries, the program is the first of its kind in the historical and social movements that made the 1960s one of the most influential yet socially volatile decades in U.S. history.

"The '60s, I think, was a turbulent time in U.S. history, but it is a time you can identify with because it was a lively decade. It was an era filled with so much promise. It was filled with a lot of pain, a lot of loss, a lot of tragedy, and a lot of hope," Pate said.

The Civil Rights Movement really unfolded in the 1960s — many of the civil rights milestones were in the 1960s — (Martin Luther) King Jr.'s "I Have a Dream Speech" in 1963. Then there were tragedies. There were assassinations — the bombing of the 16th Street Baptist Church where the four little girls were killed in '63, the assassination of President John F. Kennedy in '63, the assassination of Sen. RFK in '68, the assassination of King in '68, Bobby Kennedy (assassinated) two months later — so much stuff happening that related specifically to civil rights. But that was only half of it — the other half was Vietnam."

The program is presented over six consecutive Thursdays, chronicle the beginnings of the U.S. Civil Rights Movement and the struggle for civil rights and the nation's politics of the time.

"It was a time when a lot of great people were doing outrageous, tremendously courageous things. I think for those of us who are interested in social movements, it was a time when everybody sort of got in and said, let's make the government and the country work for us," Pate said. "You began to see all kinds of change, even in the music."

Pate will lead discussions following program screenings of films such as "LBJ" and "In a Dark Time."

Congressman John Lewis (D-GA) opens the program with a discussion of his book, "Walking with the Wind: A Memoir of the Movement." Lewis, who represents Georgia's Fifth Congressional District, served as chairman of the House Student Nonviolent Coordinating Committee (SNCC) in 1964.

The program also focuses on the social influence of the decade, including music and the emergence of youth counterculture. A presentation on the music of the 1960s by Steve Valdez, Ph.D., an associate professor of music history at UGA, will end the program on Sept. 19.

Valdez said his presentation on the decade likely will be the most popular.

See SIXTIES on E7

SIXTIES from E1

will chronicle the musical four-decade of black and white students and civil rights workers who joined together in the summer of 1964 to launch the Freedom Campaign Project in Mississippi.

Aug. 28 — 6:45 p.m.
Volunteer: The Longest Summer — A television history show Johnson ordered the first U.S. fighting troops to Vietnam and explores the combat experiences of soldiers who fought between 1965 and 1967.

Sept. 2 — 6:45 p.m.
The Center Culture — "Beating the Odds" is the story of the emergence of the 1960s that became known as the counterculture.

Sept. 9 — 6:45 p.m.
The War At Home — "In a Dark Time" looks at the growing anti-war movement from 1965 to 1968 as the U.S. begins sending troops to Vietnam.

Sept. 16 — 6:45 p.m.
Rage and Reaction — Segments from "Making Sense of the Sixties" and "The Sixties" will explore the decade of the 1960s and the impact of the Vietnam War on the "law and order" candidate.

Sept. 19 — 3 p.m.
Stax — Stax Records, University of Georgia, will explore the decade through music. Values will discuss the music that defined the decade and the issues and conflicts of the period. The Grateful Dead, Jimi Hendrix, Bob Dylan, Joan Baez and others.

Values said he will play music from the 1960s and will be chosen from the evolution of the decade's musical strides from the Beatles, Bob Dylan, Joan Baez, Jimi Hendrix and The Who.

Overall, the program is aimed at helping expose the history and influence of the 1960s to all generations, those who lived through the decade as well as those just discovering it.

"I often tell my students that I feel privileged to have lived through that time and to watch these events unfold... to see the society change from one where a handful of people were political, by and socially empowered to a new time where a lot of people were politically and socially empowered," Pratt said. "The trick now is to put the story out to get people to come out and learn some history."

The Sixties: America's Decade of Civil and Change
Schedule of Events
All events are held at the Athens-Clarke County Library Auditorium, 2025 Baxter St.
Admission to all events is free.

Today — 3 p.m.
Congressman John Lewis (D-GA) begins the series with a discussion of the 1960s and the impact of the Vietnam War on the "law and order" candidate.

Thursday — 6:45 p.m.
The series continues with a discussion of the 1960s and the impact of the Vietnam War on the "law and order" candidate.

Aug. 18 — 6:45 p.m.
The series continues with a discussion of the 1960s and the impact of the Vietnam War on the "law and order" candidate.

Aug. 19 — 6:45 p.m.
The series continues with a discussion of the 1960s and the impact of the Vietnam War on the "law and order" candidate.

Aug. 20 — 6:45 p.m.
The series continues with a discussion of the 1960s and the impact of the Vietnam War on the "law and order" candidate.

Aug. 21 — 6:45 p.m.
The series continues with a discussion of the 1960s and the impact of the Vietnam War on the "law and order" candidate.

Aug. 22 — 6:45 p.m.
The series continues with a discussion of the 1960s and the impact of the Vietnam War on the "law and order" candidate.

Aug. 23 — 6:45 p.m.
The series continues with a discussion of the 1960s and the impact of the Vietnam War on the "law and order" candidate.

Aug. 24 — 6:45 p.m.
The series continues with a discussion of the 1960s and the impact of the Vietnam War on the "law and order" candidate.

Movies

Ralph Fiennes named nemesis in next 'Harry Potter'

By Anthony Breznican
Associated Press



LOS ANGELES — He-Who-Must-Not-Be-Named has been named.
Ralph Fiennes, left, Ben Kingsley and Steven Spielberg will play the villainous wizard Lord Voldemort in the next "Harry Potter" movie.

Fiennes, 43, is the first of three actors to be named to play the villainous wizard Lord Voldemort in the next "Harry Potter" movie.

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A Longer Look

Pondering on the state of things in a ponderous state

DAHLONEGA — There is so much about the state of Georgia to appreciate — from the Golden Isles of the coast to the mountain top at Brasstown Bald, from the peanut fields and quail plantations in the southwestern sector of the state to the battlefields of Chickamauga in the Northwest. Everywhere you go, you find something worthy of reaching out and touching.



Loran
SMITH

Columnist

Recently, I took a drive early one morning from Athens to Blairsville. This has been a rainy season and you can tell. Everything is lush and green.

My first objective was to meet a Georgia-born-and-bred banker who is getting high marks in the banking industry. Jimmy Kent, a native of Clarkesville, now heads the Community Bank network. His financial enterprise is expanding at a rate akin to Herschel Walker accumulating yards a couple of decades ago.

With an expanding network of banks and more than \$4 billion in assets, you might expect him to greet you in a Brooks Brothers suit in a plush suite somewhere on the north side of Atlanta. Instead, we met in his unpretentious office not far from the courthouse square in a town named for Francis Preston Blair, a newspaper editor whose home in Washington, D.C., is named The Blair House. If you keep up with the news in the Capitol, you know about the Blair House.

Jimmy wore a white shirt, no tie and spoke not so much about banking but his outdoor life which has resulted in several display mounts of the deer he has felled and the rainbow trout he has pulled from various mountain streams.

Northside Atlanta? Brooks Brothers suits? Not on your life. He is more likely to host a board meeting in something he purchased at Orvis. Maybe this is why his bank has grown so fast. He is the real thing.

Working my way back home, I was a lunch invitation from an old friend, Bill Hardman, at The Oar House in Dahlonega where Leigh and Tim O'Brien run a restaurant just a few first downs from the Chestatee River. On a sunny day you can claim a table near its gently flowing waters.

If it's raining, you can order

A Look Around



Kaila Kent, 5, plays with one of the kittens up for adoption at The Pet Store on Saturday. Pets are available for adoption from the Humane Society noon to 4 p.m. at The Pet Store on Atlanta Highway.

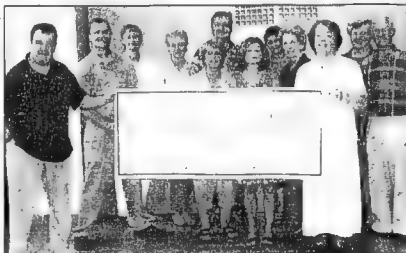
Picture Windows

Habitat for Humanity



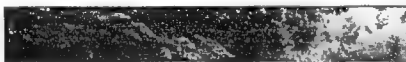
The Rita Watkins family of Athens recently moved into its new Habitat for Humanity home. Pictured with the Watkins family are BellSouth employees, BellSouth Pioneers and University of Georgia students and employees who partnered to help build the home.

Friends of the Library



Athens Regional Library received a donation of \$15,500 to purchase handbooks, videos, magazines and books for children, young adults and adults. This donation also will allow the library to purchase audio books on CD and schedule Live at the Library programs. Kathryn Ames, director of the library, accepted a check on behalf of the library from Friends of the Library following the March book sale fund-raiser. From left are Friends treasure Mark Franklin, Friends president Brian Roth, Ruthann Benyshek, Diane Kohl, Carolyn Hyatt, Benny Nixon, Renee Annis, Helen Plymale, Sara Adams, Kathryn Ames, Donna Anderson and Frank Golley.

Royston-Franklin Springs Rotarians



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Athens Banner - Herald
Aug. 3, 2004

Local news

Tax help available in disaster counties

Businesses or individuals in five area counties struck by Tropical Storm Ivan and declared a Presidential Disaster Area are eligible for tax extensions and assistance from the Georgia Department of Revenue, Commissioner Bart L. Graham announced Monday.

According to Graham, "affected businesses or individuals in the Presidential Disaster Area will be given a 30-day filing extension by writing 'Tropical Storm Ivan 2004' across the top of their returns."

Banks, Elbert, Franklin, Madison and Wilkes counties are among the 26 Georgia counties eligible for the special assistance from the revenue department. The other eligible counties are Carroll, Cherokee, Cobb, Dade, Dawson, DeKalb, Early, Fannin, Forsyth, Fulton, Gilmer, Habersham, Harris, Heard, Lumpkin, Miller, Pickens, Rabun, Towns, Union and White. The disaster area also includes counties in Alabama, Florida, Louisiana, Mississippi, North Carolina and Pennsylvania.

Taxpayers who are assessed a penalty and believe they did not receive due consideration regarding the storm's impact, need assistance, or have questions should contact the revenue department's main office in Atlanta at (404) 417-2400.

Library accepting passport applications

The Athens-Clarke County Library, 2025 Baxter St., is now accepting passport applications on behalf of the U.S. Department of State.

Applications are accepted from 9 a.m. until one hour before closing — 8 p.m. Monday through Thursday and 5 p.m. Friday through Sunday. For application forms and other passport information, visit travel.state.gov on the Web or call the library at (706) 613-3650.

Antifreeze poisoning suspect indicted

ATLANTA — A woman convicted of fatally poisoning her husband with antifreeze was indicted Monday on charges she killed a boyfriend the same way.

Prosecutor Jack Mallard said he would consider seeking the

A man of steel



Demone Hall with McLean and Behm Steel Erectors, Inc. puts together a "case on" that will support the foundation of Clayton and Thomas streets Monday.

Magistrate Court appearance today

Lawyer: Haines incident 'blown out of proportion'

By Allison Floyd
allison.floyd@onlineathens.com

Former state Sen. Doug Haines is scheduled to appear in court today as a Magistrate Court judge decides whether to issue an arrest warrant against the local attorney on a charge he threatened a teenage girl.

Haines, who is represented by Athens attorney John McArthur, said Friday he was unaware of the simple assault charge levied by a 16-year-old Athens Academy student. McArthur confirmed Monday he represents Haines, but said the incident was "blown out of proportion."

The girl told police a man attacked her while she was stopped at the intersection of Cloverhurst Avenue and Springdale Street on Aug. 17, threatening to kill her and to cut her head off. The man used profani-



HAINES

didn't do anything illegal, his attorney said.

"Doug has not committed any crime here," McArthur said. "This whole situation has been blown out of

proportion."

The incident started over the girl speeding through a residential neighborhood, McArthur said. Haines lives on Rutherford Street, one street away from the incident location.

Today's hearing will allow

Magistrate Court Judge Patricia Barron to decide whether there is probable cause that a crime occurred and that Haines is the man who committed that crime.

Police-initiated warrants often are approved without the hearing, which is held when one citizen claims to be harmed by another.

Simple assault is a misdemeanor prosecuted through the Solicitor General's Office, which will become involved in the case if Barron approves the warrant.

McArthur declined to say what type of evidence or witnesses Haines might present at

Gary West
SHUTTERS
354-1539

Classic City Cat Clinic
"For people who really love their cats..."
613-PURR (787)

ATHENS-CLARKE COUNTY

STORMWATER MANAGEMENT BUDGET



	Existing Service	Additional Service
Program Management	\$40,641.43	\$142,571.75

Existing Services:

Existing program management includes the development and implementation of program initiatives, community interaction, and stormwater master planning. Current funding covers 60% of Engineering Division Administrator's man hours for administration of the Stormwater Program. This figure also includes operating costs associated with the program.



Additional Services:

Implementation of the Stormwater Utility will require the addition of a Customer Service Manager and additional operating costs associated with printing and distributing utility bills.

	Existing Service	Additional Service
Engineering	\$72,111.10	\$250,000.00



Existing Services:

Existing engineering services include time spent by Transportation and Public Works, Engineering Division staff on design, maintenance, and inspection of the stormwater system. The current budget represents a man hours allotment of 60% for the Design Engineer and a 50% allotment for two Engineering Technicians.

Additional Services:

Additional funding will cover costs to develop water quality improvement plans for each of the 17 drainage basins within ACC. Plans will include a list of projects within each basin for improving water quality, such as stream bank restorations or detention pond retrofits. Some of the projects specified as part of these plans may fulfill requirements of the NPDES permit.

Stormwater Permit	Existing Service \$0.00	Additional Service \$727,611.28
-------------------	----------------------------	------------------------------------

Additional Services:

This figure represents the costs of adding a Stormwater Management Engineer, Stormwater Education Coordinator, GIS Analyst, and Stormwater Facilities Illicit Discharge Inspector to the Engineering Division of the Department of Transportation and Public Works. Additional funding covers the costs of inventorying all of the stormwater system within ACC, as well as conducting assessments of area streams as required by the NPDES permit. This figure also includes annual budget for stormwater education materials, website, promotions, and special projects as required by the NPDES permit.



Land Development	Existing Service \$257,967.82	Additional Service \$46,452.84
------------------	----------------------------------	-----------------------------------



Existing Services:

The existing land development section includes a Land Development Engineer, three Inspectors, and a Permit Coordinator. The section is responsible for plans review, issuing permits, code enforcement, erosion and sedimentation education, and conducting inspections related to bond releases, site construction, and erosion and sedimentation control. This figure includes salary, equipment, and operating costs.

Additional Services:

Additional funding will cover costs of adding a new inspector to assist with erosion and sedimentation control inspections given the level of development within the county. This figure includes salary, equipment, and operating costs.

Streets and Drainage	Existing Service \$1,283,617.00	Additional Service \$197,894.20
----------------------	------------------------------------	------------------------------------

Existing Services:

The Streets and Drainage Division of Transportation and Public Works provides many services that are related to the stormwater management program. These services ensure that drainage systems work properly and that localized flooding is minimized. Such services include: curb and gutter repair, curb cleaning, catchbasin cleaning, catchbasin repair, pipe cleaning, street sweeping, shoulder and ditch maintenance, system improvements, and emergency repairs. Many of these services are directly tied to the requirements of the NPDES permit.



Additional Services:

Additional funding allotted to the services provided through streets and drainage will include the cost of hiring two streets and drainage workers and purchasing an additional vacuum truck to increase the frequency of catchbasin cleaning as required by the NPDES permit. Currently, Athens-Clarke has one vacuum truck and crew that cleans and removes clogs from stormdrains. This one truck and crew is responsible for the maintenance of over 5,000 structures.

The funding also includes costs of hiring two additional streets and drainage workers and purchasing equipment for street sweeping. This will increase the coverage and frequency of street sweeping as required by the NPDES permit. Street sweeping is necessary to reduce the amount of litter and sediment that is flushed into the stormwater system.

Capital Improvements	Existing Service	Additional Service
	\$60,563.07	\$2,600,000.00*



Existing Services:

This figure represents the costs of existing Engineering Division construction staff in managing the requested \$2.6 million construction budget. These services include the development of construction bids, contract management, and inspection of capital construction projects.

Additional Services:

\$2.6 million is requested as five-year capital improvement project dollars to address stormwater infrastructure problems identified in the area-wide stormwater master plan. Some elements of the projects fulfill requirements specified in the NPDES permit.

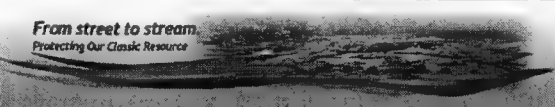
**This funding is requested as part of the current SPLOST referendum scheduled for public vote in November, 2004.*

Program Total:	Existing Service	Additional Service
	\$1,714,900.42	\$3,964,530.07


TOTAL PROGRAM COSTS
(Existing and Additional Services)

\$5,679,430.49


From street to stream
Protecting Our Classic Resource




Athens Clarke County Stormwater Utility Development



What is Stormwater?




Water that runs off of impervious surfaces such as roads, parking lots, or rooftops.



Stormwater Management

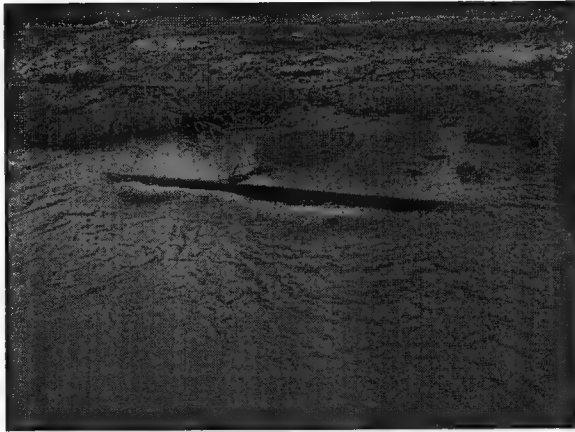
What is the problem with stormwater in Athens-Clarke County?



Flooding

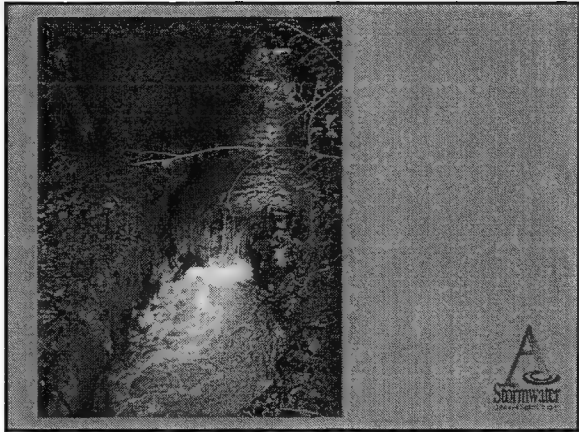
undersized pipes

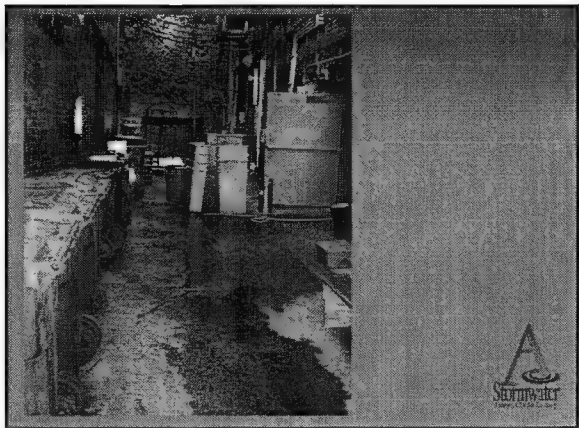
Stream channel erosion



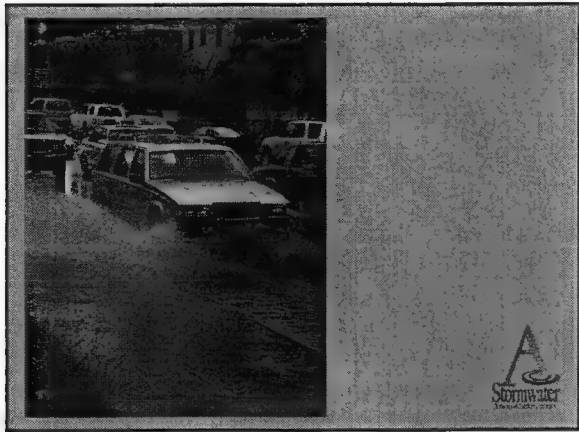




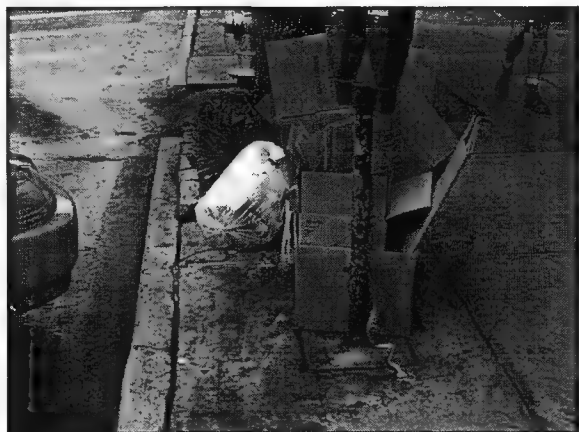














Stormwater Management

Why is stormwater an issue?

What services does ACC Stormwater provide?

How is stormwater management funded?



Why is stormwater an issue?

Infrastructure, Safety, and Security

Improved Water Quality

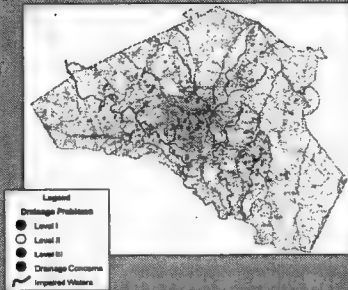
Quality of Life

Federal Permit Compliance



Infrastructure, Safety, and Security

Flood Protection
Identified
Problem Areas
Capital
Improvements



Capital Improvement Projects

Baxter Street



Why is stormwater an issue?

Infrastructure, Safety, and Security

Improved Water Quality

Quality of Life

Federal Permit Compliance



Improved Water Quality

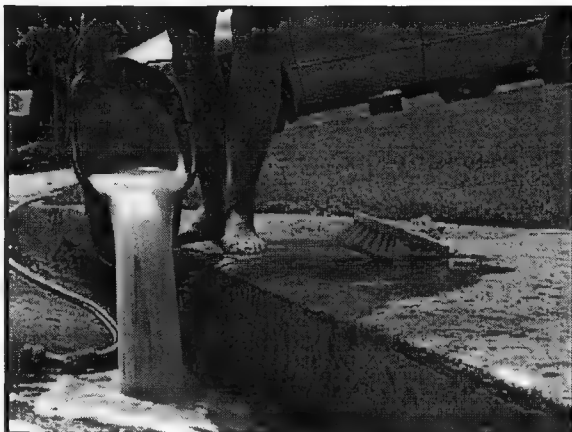
Nonpoint Source Pollution

Pollution that does not come from a single identifiable source.



Motor Oil • Sediment • Cooking Grease • Pet Waste
Excess Fertilizer • Yard Waste • Litter • Pesticides
Household Hazardous Waste • Detergents • Metals


pollution that does not
come from a single
identifiable source.








Improved Water Quality



Stormwater runoff carries *nonpoint source* pollution to our rivers and streams.

Stormdrains lead directly to rivers and streams.



Improved Water Quality

Municipal Services

Street Sweeping
Drain Cleaning
Pollution-Removing Devices

Ordinance Revisions

Stormwater
Erosion and Sedimentation
Environmental Areas

Public Education and Outreach



*new Federal
Guidelines which
they have to follow*

Why is stormwater an issue?

Infrastructure, Safety, and Security

Improved Water Quality

Quality of Life

Federal Permit Compliance



Quality of Life



Drinking Water Treatment

Polluted stormwater increases costs
of providing safe drinking water.

Recreation

Fishing • Swimming • Boating

Aesthetics

Litter and other nonpoint source
pollutants lessen our enjoyment of
natural areas.



Why is stormwater an issue?

Infrastructure, Safety, and Security

Improved Water Quality

Quality of Life

Federal Permit Compliance



Federal Permit Compliance

Clean Water Act - NPDES Phase II

Public Education and Outreach

Public Participation and Involvement

Elimination of Unlawful Discharges

New Construction Controls

Post-Construction Stormwater Management

Good Housekeeping for Municipalities



Stormwater Management in Athens Clarke County

Why is stormwater an issue?

What services does ACC Stormwater provide?

How is stormwater management funded?



ACC Stormwater Services



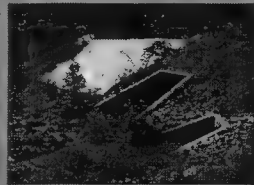
System
Maintenance



ACC Stormwater Services



Engineering and
Project Management

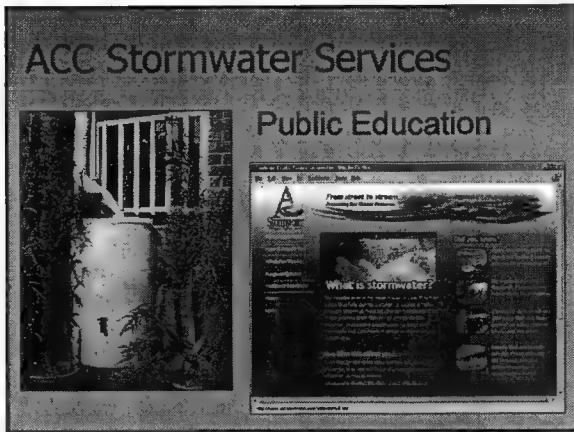


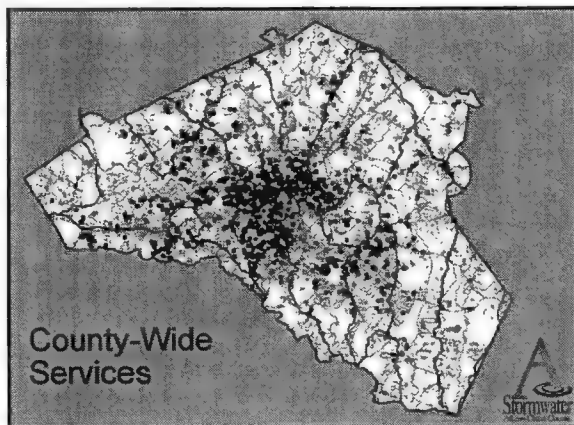
ACC Stormwater Services



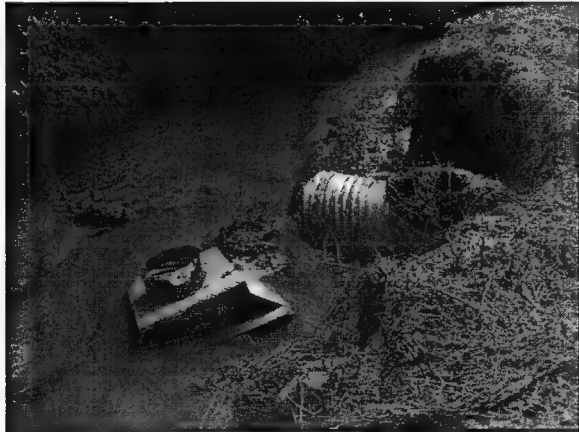
Permits and
Inspections















ACC Stormwater Services



Existing Services
\$ 1.7 Million

New Services
*(as required by Federal Regulations
including capital improvements)*
\$ 3.9 Million



Stormwater Management in Athens Clarke County

Why is stormwater an issue?

What services does ACC Stormwater provide?

How is stormwater management funded?



Funding Stormwater Management

In the past . . .

- 1994 Stormwater Management Program begins.
Funded annually through general fund.
- 2000 SPLOST sales tax dollars fund \$5.6 Million in
capital improvement projects.
- 2003 New Federal regulations take effect.
Temporary funding of \$1.6 Million through
general fund.



Funding Stormwater Management

In the future:

- 2004 SPLOST 2005- \$2.6 Million per year in
proposed capital improvement funding.
- 2005 \$3 Million needed to operate program at
mandated level.



Funding Stormwater Management

Funding Options:

- General Fund (property tax)
- SPLOST (sales tax)
- Stormwater Utility



What is a Stormwater Utility?



Fee for Service

Based on:
Impervious
Surface

Charges all
contributing
properties



Funding Stormwater Management

Citizen-Staff Stormwater Advisory
Committee Recommendation:



Stormwater Utility



What makes up the fee?

Base Rate

Tied to fixed program costs.

Water Quality Rate

Tied to the cost of water quality improvement implementation.

Water Quantity Rate

Tied to the cost of drainage maintenance.



How is the fee calculated?

Equivalent Residential Unit (ERU)

**ERU = 2,628 Square feet of
Impervious surface**

Average single family home = 1 ERU



How is the fee calculated?

Intensity of Development (ID)

ID Factor - Based on Land Use

ERU x ID = Billable ERUs



Sample Calculation

SIZE: 2 acres
USE: Commercial

$$\begin{array}{lcl} \text{Impervious Area} = 60,000 \text{ sq. ft.} & \frac{60,000 \text{ sq. ft.}}{2,628 \text{ sq. ft.}} & = 22.8 \text{ ERUs} \\ 1 \text{ ERU} = 2,628 \text{ sq. ft.} & & \end{array}$$

ID Factor = 1.9 (commercial land use)

$$22.8 \text{ ERUs} \times 1.9 = 43.3 \text{ Billable ERUs}$$



Credit System

"But I can't turn off the rain!"

- Fee Reduction
- Issued for proper stormwater management

Detention Ponds • Bioretention • Rain
Gardens • Stormwater Wetlands • Swales
Infiltration Trenches • Sand Filters



Stormwater Utility

**A reduction in
impervious surface will
always result in a
reduced fee.**



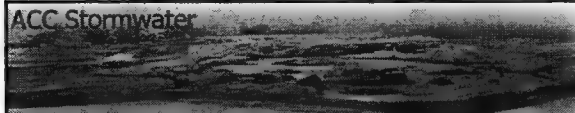
Why manage stormwater?



- To prevent flooding during heavy rains.
- To keep our rivers and streams healthy.
- To meet state and federal requirements.
- To provide for future growth and development.



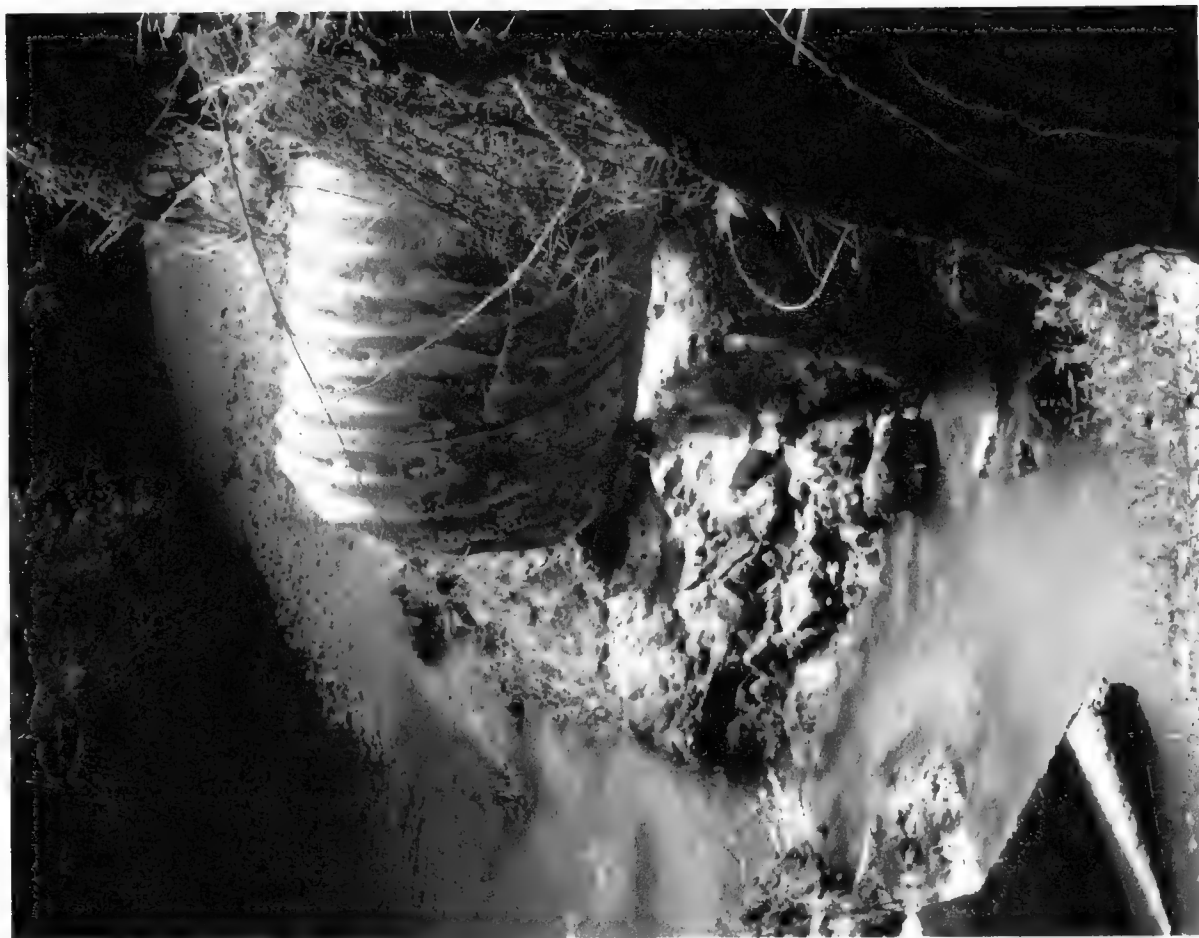
ACC Stormwater



From street to stream.
Protecting our classic resource.



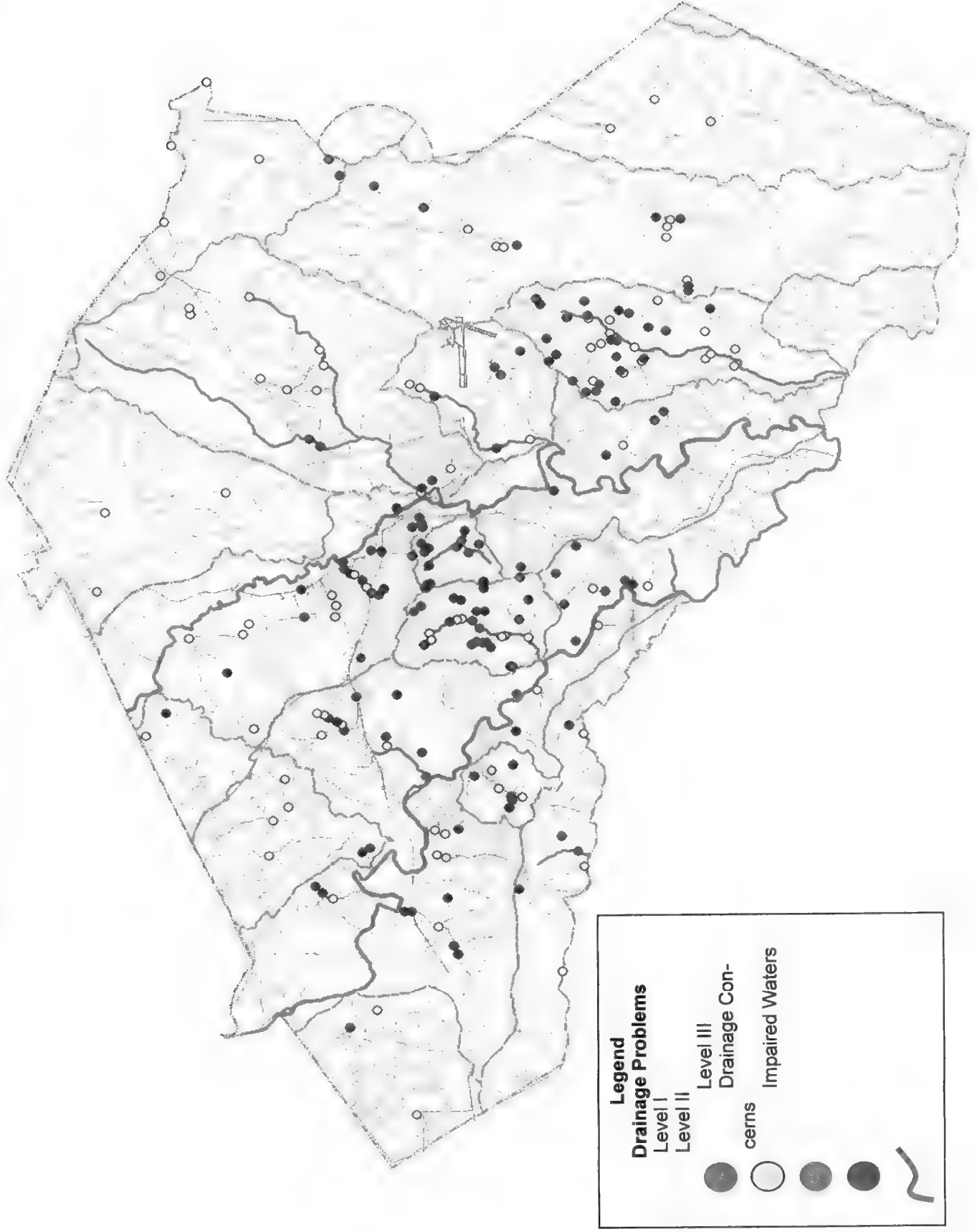








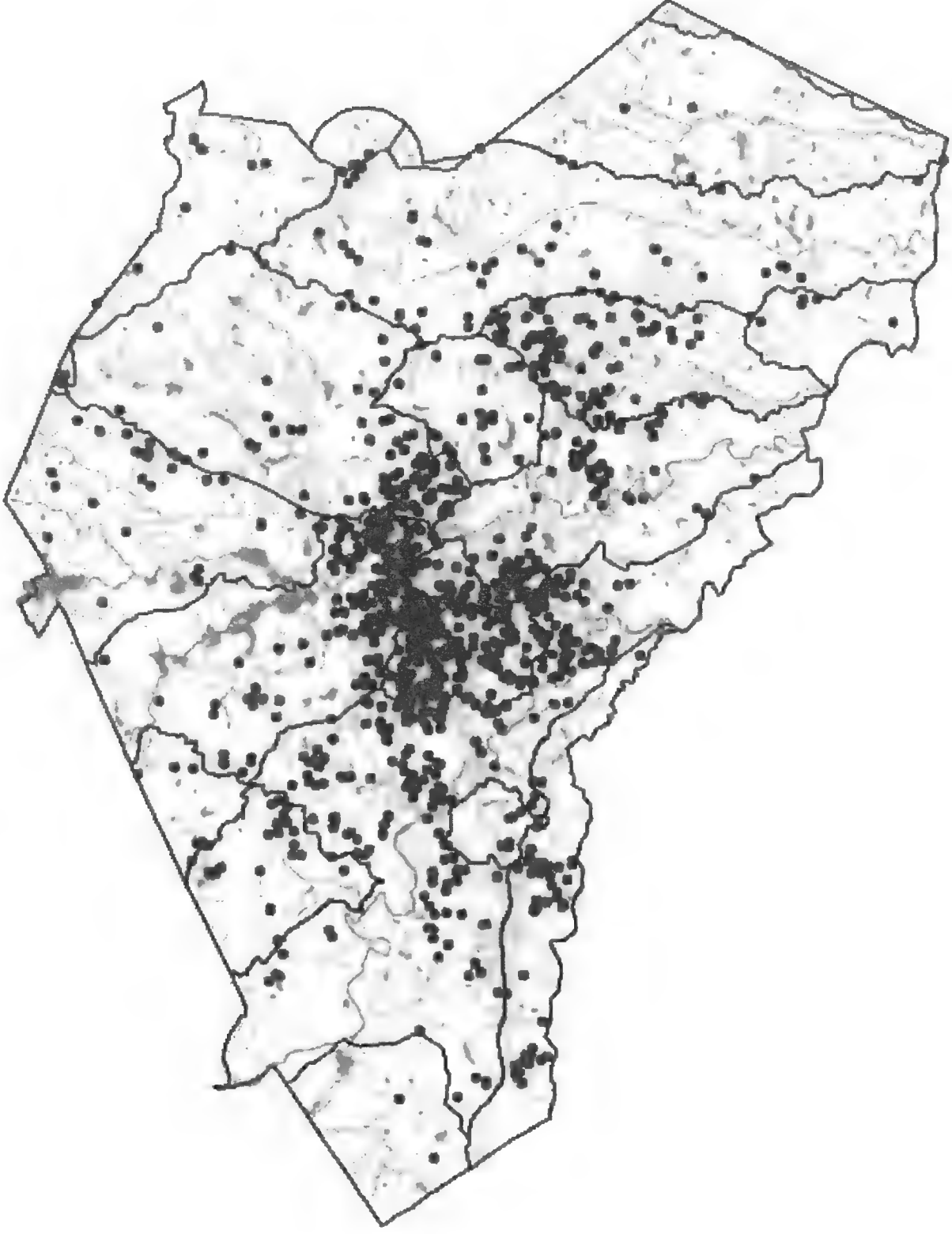
● Drainage Problems and Impaired Waters In Athens-Clarke County







County-wide Services







A
Stormwater
Athens-Clarke County

Dunn - AnnDunn11@yahoo.com

Excused: Hawks-Budley, Pope, Hattle

Oct 12, 2004

Present: Mosler, DeJoy, Dunn, Williams, Abercrombie
Childers, Kohl, Lane, Prohazy, Heigl
Bentley, Timmons

Meeting called to order 4:00

Minutes approved; seconded Timmons, Bentley

Financial Report - 1st quarter FY05 - 25% of year -
^{over last year}
Mamie Tines; Fees up - Staff Dev. Day - amt. received from
gave branches. ~~staff~~ 24.68% - Cleaning service -
60% - had carpets cleaned - State Grants - Splost
explanations

Adopt agenda - Heigl, Mosler

County Report -

Melody Wilson, Engineer

Gail Clemons

Distributed info. and explained

\$1.7 million ^{spending} out of general fund now

need \$3.9 million additional funds to comply with

Federal reg. ^{Committee looked at} SPLOST, general fund:

storm water utilities - decided this was
most fair.

3 Components: Base rate \$173.52 calculated
Water quality or \$2,082. annual
Water quantity

All ACC properties \$180,000

Libraries bill & all other ACC properties
will be \$180,000 & will come out of
the 1.7 million that will be freed up out
of general fund.

Bills out as early as Jan.
Final decision should be in Dec. Comm. meeting.
Also contingent on SPLIST passing.

Real homewares will \$3.50

check out web site - scheduling public meetings too
AccStormwater.com

Comm Reports

1. FOL - D. Kohl gave report - allocated \$ 3000
to SPLIST ed. comm -

Staff Report

Kathie: IMLS Grant - Institute of Museums & Library
Services - with Lyndon House

Explained
goals &
info on
what will
occur
during
the 3 years

46 applications - one of 3 public libraries
have been out visiting portable trailers
PINWOODS is where project will be next to
Davis Grand Opening around Dec 1

Lot of people supported the project - see partners
list - Total grant amt =

Kathie gave Annual Report - have challenged

Staff to check out one book a year to increased

Circ. Highlights - managed reduction
without (see handout)

2. PR - no report - Press clippings at end of ^{Attachments}
3. Building & Grounds - smoking complaint
4. Material Complaints - no report as no handle ^{about}
5. SPLIST - FOL will put ad in paper prior to
election - write letters to editor in support

6. FOL Advocacy Workshop - Peter Pearson - ^{Pers} FOL - had everyone give a descriptor of advocacy.

Director's Report - formal written report -

Unfinished Business

^{Ratify}
~~Approve~~ ^{ACC} contract - FY05 funding - Fran Lane, D. Kohl
change TBC to special needs Lib. unanimous

Nominating Comm - ^{Chair} ~~Chair~~ Judith De Joy

V. Chair: Fran Lane

Treas: Corwin Moller

Abercrombie, Bentley - unanimous approval

New Business

Personnel Comm - e-mail - request from staff person for extended maternity leave -
^{is that}
~~Recommendation~~ Dis. make appropriate response based on staffing needs & day to day

Others Business

Recognition of Jim Heigl -

Adjourn at 5:13 - Dunn, Moller

Minutes
Athens Regional Library Board
October 21, 2004

The quarterly meeting of the Athens Regional Library Board of Trustees was called to order by Michael Moak, Chairman, at 3:30. Attending from Athens-Clarke County were Mr. Prokasy, Ms. Lane, Ms. Hartle and Mr. Timmons; from Franklin County were Ms. Gothard and Mr. Mathis; from Madison County were Mr. Ingram and Mrs. Murray; from Oconee County were Ms. Smith and Mr. Zimmerman who is replacing her; Ms. Luke, Mr. Wyllie and Ms. Stratton who is replacing him; and from Oglethorpe County were Mr. Jones and Mr. Shapiro. Mr. Andrews was absent. Mrs. Ames, Mrs. Simonds, Mrs. Plaksin and Mrs. Blake, who recorded the minutes, were present from the library staff.

New members from Oconee County were introduced to the board and the board to them. The minutes from the July 15, 2004, meeting were unanimously approved as mailed on a motion and second from Mr. Jones and Mr. Murray. The agenda was adopted as presented on a motion from Mr. Prokasy and Ms. Lane. There were no members of the public present.

Financial Report - Mrs. Simonds noted that the FY03 audit had just been completed and the Fixed Assets finding was the only one noted. It will not be there next year as GASB34 had us value books, equipment, furniture, etc. and journal entry them onto the books this year. The financial report was presented and it was noted that we are within a couple percentage points of 25% in both revenue and expenditures, right where we should be for the first quarter of the fiscal year.

Staff Report - Sue Plaksin, who worked with 9 other staff members on Staff Development Day, reported that September 15 had been a day of training and fun.

Before the Regional Reports, Mr. Moak recognized Peter Wyllie and Linda Smith for their years of service to the board. They will be rotating off at the end of the calendar year.

Regional Reports

Madison County: A tornado damaged the new section of the library on September 16. It will have to be torn down. All the books had to be moved back into the original library and some computers have had to be stored in the multi-purpose room. A temporary wall has been built and the library is ready to re-open on Monday, October 25. The board is hoping to expand beyond the original expansion. Ms. Murray reported that the Friends had been working hard and made more than \$12,000 last year.

Oglethorpe County: Mr. Shapiro reported that the board has a rough draft of a statement of purpose and are close to being finished. Mr. Jones reported that the Friends are having a book sale and a book signing by Brad Sanders.

Franklin County: A 1% SPLOST is on the ballot which would provide \$90,000 for both libraries. The Lavonia Friends have been very active - a Fun Run raised \$3000 which they hope to use for computer workstations. The City has agreed to re-carpet the Lavonia Library. There is already a strong Friends group in Royston and they recently had a guest author as well.

The Oconee County: Linda Smith reported that they have been very busy over the summer. Strategic plans were reviewed and they were trying to reach out to the business community, young adults and seniors. The constitution was amended to reflect that the Board of Education is no longer a funding agency; however the library has decided not to cut back what they do for the schools. The County Commission replaced \$22,000 of the \$35,000 that would have come from the Board of Education. There will be a new School Superintendent and some dollars may be restored. The Friends helped support the Summer Reading Club.

Page Two
Athens Regional Library Board
October 21, 2004

Athens-Clarke County: Mr. Prokasy reported that the County sent two engineers to present a proposal for a utility fee for storm water management to meet federal requirements. He also reported that the library has received an IMLS grant which will support the education levels in the Hispanic community as well as cultural exchanges. The Friends are supporting a county-wide effort to pass the SPLOST on the ballot. In January, the board will have a new chair, Judith DeJoy.

Director's Report

Mrs. Ames presented a power point presentation of the Annual Report. A copy is attached. She offered highlights from around the region. The Gates computers we will be receiving were determined by the poverty rate in each county.

Old Business

The FY05 funding contract with Athens-Clarke County was unanimously ratified on a motion and second from Mr. Shapiro and Ms. Lane.

New Business

The 2005 calendar was unanimously approved on a motion and second from Mr. Jones and Ms. Hartle. Please note that the board meeting in January is NOT on the third Thursday.

The board unanimously approved closing at 6:30 p.m. on Thanksgiving Eve on a motion and second from Mr. Prokasy and Mr. Ingram.

Mr. Shapiro presented the Nominating Committee Report. All the current officers have agreed to continue with Mr. Wyllie being replaced by Mr. Mathis:

Mr. Moak - Chairman
Mr. Prokasy - Vice-Chairman
Mr. Shapiro - Treasurer
Mr. Mathis - At-Large member

This slate was unanimously approved on a motion and second from Mr. Ingram and Mr. Timmons.

There being no other business, the meeting was adjourned at 4:37 on a motion and second from Mr. Wyllie and Mr. Prokasy. The next meeting is on January 27, 2005


Kathryn S. Ames, Secretary

ATHENS REGIONAL LIBRARY

AGENDA

October 21, 2004

Call to order.

Review and approve minutes of July 15, 2004.

Public Comment.

Adopt Agenda.

Financial Report.

Staff Report: Staff Development Day Report

Regional Reports.

Director's Report.

Old Business.

 Approve contract with Athens-Clarke County Government for
FY05 funding for Athens-Clarke County Library

New Business.

 Approve Calendar for 2005

 Approve closing at 6:00 PM on November 25, 2004

 Nominating Committee Report

 Disposition of "old" computers

Other Business.

 Recognition of Retiring Trustees

Adjourn.

Director's Report
October 21, 2004

Gates Computer Update: we expect to receive 172 computers from this grant by the end of October, early November. These will replace those original computers we received. Each Library is scheduled to receive between 5 and 9 new computers and Athens will receive 122. The company has begun shipping the computers to South Georgia this week, and we anticipate receiving them by the end of the month. Each computer will need to have software [such as the Office suite of software] added before being available for installation.

The new statewide courier system is about ready to launch. The first company withdrew only two days before delivery was to begin. As a result of the delays, we will be receiving postage reimbursement for the first quarter of the year and the new system should be underway October 25.

On September 16, the Athens library suffered a serious power failure. One of the two main circuit breakers failed taking out all of the computers, HVAC, telephones and wall outlets in the building. This is the second time a circuit breaker has failed and we learned the first time that parts are no longer available. However, there is a mechanical wizard in Atlanta who has been able to fix the equipment so far. These circuits will be among the first things to be replaced when SPLOST passes! We closed the library at 5:00 and reopened the following day with full power and a much greater appreciation for the role computers play in our daily work and for the Clarke County Facilities Team.

Athens began service as a passport acceptance agency on October 1. To date, we have processed 10 applications. All of the reference staff has been trained and sworn in as agents and if the volume of calls is any indication, we will see many individuals who want to apply for or renew passports.

Staff Development Day on Sept. 15 was a great success. Featured speakers included Stacey Chandler from the Special Needs Library, Shane Todd from Chik-Fil-A talking about customer service, and Tom Camp discussing dealing with emotionally ill patrons. Tom also led a session on stress management. Katherine Gregory, our former systems administrator and now with PINES, led two sessions on use of PINES. Kimberly Leffert and Stacey Ferrelle discussed different software applications. Amy Miller, store manager, planned the Family/Library Feud concluding event. Sue Plaksin was the chairman of the day and the only negative comment was "Too much food!"

As a part of Staff Development Day, the Committee developed a Problem Patron Manual which details how to deal with specific issues. The Committee did an excellent job in developing this manual and providing specific language to use while approaching the public. Every staff member received a copy of the manual and we expect each to read it before a situation arises.

Pam Blake has also updated the Emergency Procedures Handbook which gives telephone numbers and contacts for specific situations such as the Madison County

tornado. By the way, manager Suzie DeGrasse did exactly the right thing in moving patrons to an interior restroom just seconds before the tornado struck. No one was injured, but the new addition to the building [1992] will be demolished and rebuilt. Quick thinking by library staff and recreation department members saved materials. Commission Chairman Wesley Nash was extremely helpful in assessing the damage and making plans for resolution to the situation. He supplied inmates to help move shelving and install a temporary wall. The library will be ready to open at 10:00 on Monday, Oct. 25.

The Georgia Library Association met in Athens Thursday-Friday of last week. Several staff members were involved in presentations including Judy Atwood, Suzie DeGrasse [Madison County], and Debbie Thrasher [Oconee County] talking about our virtual supervisor training program; MaryAnne Driver served on a panel discussing use of students in circulation; Clare Auwarter hosted an author event Thursday night; and Gail Firestone, Sister Margarita and I presented a program on Latino Library Services. I also presented two sessions on Creating Policies for Results and Managing for Results with Susan Stewart of Hall County Library.

Our National Leadership Grant from the Institute for Museums and Libraries is a huge honor! 66 libraries [academic, public, special] applied for these grants and 19 were funded—only 3 public libraries. The grants are extremely competitive [In Georgia this year, Emory University and Telfair Museum in Savannah also won grants] and we fully expected that we'd get comments and apply again next year. Gail Firestone, Clare Auwarter and I made up the Library Team and Claire Benson, Madeline Darnell, and Nancy Lukasiewicz made up the Lyndon House Team. The review panel gave us top marks and stated that we had underestimated the national impact this proposal could have. We have been urged to keep a log of everything we do to share with others, and we have decided to begin by putting highlights on our web page. In the past two weeks, we have visited portable classroom vendors, spoken with the manager of the Pinewoods North Trailer Park, selected a site, and begun the permitting process with the County. George Webber is in Mexico this week for training for the Plaza Comunitaria [where Mexicans can get a distance education high school diploma via satellite classes which then enables them to enroll at Athens Tech or other training programs]. The Mexican Government pays for all of his expenses except the flight to Mexico City. Gail Firestone will be going to Guadalajara for the book festival in late November; she won an American Library Association grant to attend. The IMLS grant will help provide books for the Learning Center. Next task is to hire someone who is bi-lingual, but a native Spanish speaker to serve as coordinator and a part-time clerk.

A busy quarter! In addition to the Summer Reading program, we have been working on developing objectives for the year. Our focus continues to be on providing excellent service for the community and we will initiate more staff training. We will offer more computer training programs for the public, work to keep shelves in better order, work with the schools to provide additional materials to supplement the school media centers, implement a new acquisitions system to get new books to the shelves more rapidly, and work to promote the services we do offer.

ANNUAL REPORT

ATHENS REGIONAL LIBRARY SYSTEM

July 2003-June 2004

Calculations

- Items checked out: 1,043,571
x ave. value of item: \$30
= \$31,307,130
Divided by population: 193,396
= \$161.88 cost per person
- **By sharing resources, we all benefit!**

MISSION

The Athens Regional Library System shall offer a full program of library service to all citizens of the participating counties to meet their informational, educational, lifelong learning and recreational needs.

Financial Information July 2003-June 2004

- Revenues by Source

State of GA	\$ 902,569
Local Governmt.	\$2,178,712
Donations/Other	\$ 167,834
- Total Revenues \$3,250,115

The Athens Regional Library System—THE Best Bargain!

Every Man, Woman and Child in the 5 county region would have to spend over \$161 per year on books and other materials to equal the value of the library's annual check-outs.

Expenditures

- Personnel \$2,451,140
- Books & Materials \$ 212,791
- Operating Exp. \$ 586,184
- Total Expenditures \$3,250,115

Facts and Figures

- Items checked out: 1,043,571
- Items borrowed for ARLS users through PINES 5,985
- Items lent to other Libraries 12,252

Highlights

- Watkinsville's Friends have been very active offering quarterly author events, Family Fun Day, special children's programming, and additions to the collection.
- Bogart Friends have a booth at the Fall Festival and are raffling theme baskets to help build the collection.

And more...

- Registered borrowers 56,907
- Visits to our libraries 920,712
- Program attendance 66,087
- Reference Questions answered 152,578
- Computer Use 288,294

- Family Place has been very successful in most locations, with waiting lists for the program.
- A banner year for grants in Winterville with the Ezra Jack Keats grant, We the People Courage grant, and \$2000 from the Friends for J Fiction and Non-Fiction.
- Madison County offered Black History Month movie matinees.

Volunteers

Volunteers gave 3,594 hours of service to the libraries in the region.

Thank you, Volunteers, for your time and help!

- Grassroots Arts Grants in Madison and Franklin Counties encouraged creative programs! Castles, Dragons and Fairies story times.
- Special programs in Oglethorpe County with yoga being an outstanding success. Rotary Club donation for 100 books.
- East Athens and Lay Park received 100 books on tape and tape players to improve reading skills.

- Lay Park conducted an Intersession in October and May for students in the extended school calendar.
- Lavonia Friends are now a reality! And they have already arranged for new carpet to be installed later this fall. Offered a "fun run" on 9/26.
- ARLS completed "Coaching Entry Level Staff" for all branch managers.

- Outsourcing cataloging and changing acquisitions systems with an effort to get new books to our patrons ASAP.
- Managing budget reductions without terminating staff or reducing hours.
- And all the other good things our libraries do every day.

- Web Development Team has learned HTML code, kept regional pages up to date, and added new pages and features.
- Members of Information Services began the Passport Service on 10-1-04.
- Computer Operations has done a lot of "behind the scenes" stuff to keep computers efficient, secure, and running smoothly.

- Native Athenian storyteller Dorothy Holt was a huge success!
- The teen coffeehouse for Young Adults has been very popular this year, particularly with Misha Cahnman, slam poet.
- Adult programming has been very successful with Live!, John Lewis, book groups, Brown Bag Lunch, and many other popular events.

What is Stormwater?

S tormwater is exactly what it sounds like. It is the water that falls during a storm. It sounds simple enough. But what most people don't realize is that in the journey from the sky to streets to the streams, stormwater runoff picks up various chemicals and pollutants that can contaminate our waterways.

Although known as the "Classic City," Athens-Clarke County is an area in constant growth and change. Areas that were forests or pastures are now thriving urban centers. The buildings, streets, and parking lots that come along with development and modern growth are impervious to rainwater. As a result, the rainwater that once soaked directly into the ground, now runs off streets and rooftops and causes a myriad of stormwater problems.



Did You Know?

Trash and debris from the street are washed directly into our local waterways.

The Need for Stormwater Management

The excess stormwater runoff that falls onto impervious surfaces eventually makes its way to the Middle and North Oconee Rivers. Along the way, this stormwater runoff picks up chemicals, debris, and other contaminants that pollute the rivers. Stormwater runoff can also erode the soil and riverbanks, adversely affecting our environment and altering the daily life of Athens-Clarke residents.

The water that pours onto the street from a downpour rushes off the road and into a stormdrain. Proper drainage ensures that streets are safe to travel and protects property from flooding. That drain—and the system that it connects to - must be maintained and upgraded, to protect our homes and businesses from the potential problems that can come from stormwater runoff.

Those who have lived in Athens for any period of time can remember driving down Lumpkin or Baxter Street and coming to a halt because of excess rainwater standing in the roadway. Problems such as these seem fairly innocuous until flooding closes a business owner's doors or your family is unable to reach the hospital in an emergency. That's when stormwater problems become a hindrance to you and your community.

For these reasons, the federal and state governments have required that towns the size of Athens-Clarke County manage stormwater according to certain guidelines. In response to these new regulations, Athens-Clarke County has created a comprehensive stormwater management program. This program extends beyond existing stormwater services and works to alleviate problems caused by years of deterioration to the stormwater infrastructure of Athens-Clarke County, while making sure that we are prepared for all that the future holds.



The Benefits of Your Stormwater Program

The issue of stormwater management affects everyone in Athens-Clarke County. We all contribute to the stormwater problems in our community. Even if your property has never had a drainage problem, the stormwater runoff that comes from your rooftop, driveway, or parking lot must be managed to prevent flooding in areas further downstream.

Just as we all contribute to the stormwater system, we all will receive benefits of stormwater management. Those benefits are many, including:



Improved water quality

Federal and state permit compliance

Improved infrastructure, safety, and security

Improved quality of life

Smart, quality growth

Improved Water Quality

Polluted stormwater runoff that flows from parking lots, streets, driveways, yards, and rooftops ends up in our streams and rivers untreated. These same streams and rivers supply our community with the raw water that is processed to become drinking water.

The ACC Stormwater Management Program will help reduce the pollutants that enter our streams and rivers through stormwater discharges. Keeping our rivers and streams free of harmful contaminants lessens the burden that is placed on the county drinking water and treatment facilities, making the water you drink the cleanest and safest available.





Did You Know?

*Chemicals such as oil
and antifreeze that
drip from parked
cars flow into our
rivers and streams*

Federal Permit Compliance

Just as we as residents have laws we must abide by in order to have a safe and cohesive country, local governments have laws, or mandates, they must abide by as well. One of those is the Clean Water Act. The act was ratified "... to restore and maintain the chemical, physical, and biological integrity of the Nation's waters." This act ensures that residents can be confident that their local communities are working diligently to protect the waters in their area.

The Clean Water Act has been working to protect our nation's waters for more than thirty years and continues to change and evolve over time. In 2001, Athens-Clarke County was designated as a Phase II community under the National Pollutant Discharge Elimination System (NPDES) rule of the Clean Water Act. This rule is administered by the U.S. Environmental Protection Agency (EPA) and the Georgia Environmental Protection Division (EPD).

The designation as a Phase II community required Athens-Clarke County to develop a stormwater management program addressing six key areas:

1. Public education
2. Public involvement in the stormwater program
3. Elimination of unlawful discharges
4. Controls on new construction
5. Post-construction management of stormwater runoff
6. Implementation of good housekeeping activities for municipal operations



By working proactively, the Athens-Clarke County Government is taking the extra steps needed to guarantee that they are in compliance with these regulations and that the stormwater problems of Athens-Clarke County are not being left for our children to fix.



===== **Enhanced quality of life**

Many Athens-Clarke County residents have fond memories of playing in and around the Oconee River as children. Unfortunately, as the area has grown, the health of the river has declined. As a result, many of the activities that were once taken for granted—swimming and fishing for example—are now in jeopardy due to the poor condition of the river.

Poor stormwater management can lead to destruction of the ecosystem. Urban pollutants, such as bacteria, sediment, oil and grease, heavy metals, pesticides, fertilizers and trash, are flushed from our roadways, parking lots, and yards, into the river, severely disrupting this fragile system.

By educating the public on these issues, as well as making capital improvements to the stormwater system, the Athens-Clarke County Stormwater Management Program is working to ensure that as Athens-Clarke County matures, the quality of life of its residents does not suffer.

Protected quality growth

Although situated in one of the smallest counties in the nation, Athens-Clarke County has encountered unprecedented growth in recent years. In order to accommodate this growth, stormwater must be properly managed to provide protection of our water resources, which have been pumping the lifeblood into our county since its founding over 200 years ago.

By adopting a new Stormwater Management Ordinance, Athens-Clarke County policymakers have established pre-construction standards for developers so property designs can begin to incorporate sensitivity for long-term environmental stewardship. Pre-application meetings will be conducted between developers and Athens-Clarke County staff to eliminate surprises in the permitting process as it relates to stormwater management. These measures and more will provide for quality growth in the bustling Athens-Clarke County area.





Did You Know?

*Pet waste that is not
disposed of properly
can contaminate
local waters.*

Sharing the Cost of Stormwater Management

The increased stormwater services mandated by the federal and state governments require about \$1.4 million in additional funding. The Athens-Clarke County Stormwater Advisory Committee has recommended that stormwater services be funded through a stormwater utility fee. Much like water or sewer fees, a stormwater utility charges customers based on the need for service.

The establishment of a utility allows the ACC Government to legally and fairly assess fees based on the quantity and quality of the water that runs off of a given property. A stormwater utility only collects fees necessary to fund local operations and maintenance of the stormwater system. These dedicated funds are used only for stormwater related projects and nothing else.

Other funding options have been considered but were not found to be an equitable distribution of stormwater costs. One option, raising the tax rate, charges all properties in the county a similar rate, regardless of on-site stormwater controls or how the property is developed. Also, some contributors to stormwater runoff, including schools, churches, and government buildings' are tax-exempt and would not pay their share of stormwater costs through property taxes. These tax-exempt properties would pay a stormwater utility fee just as they also pay water and sewer utility fees.

As proven in cities all over the country, a utility is the fairest and most reliable way to fund stormwater programs and provides our community with an alternative to cutting existing government services or raising property taxes.



Getting the Most for Your Stormwater Dollars

The question most will ask is, "What am I getting for my money?" The stormwater utility fee will pay for the operations and maintenance costs of the stormwater program. Some of the services tied to the stormwater program include:

- ~~~~~ Flood protection through capital improvement projects
- ~~~~~ Improved water quality through watershed protection
- ~~~~~ Maintenance of drainage infrastructure
- ~~~~~ Stormdrain cleaning and repair
- ~~~~~ Street sweeping
- ~~~~~ Pipe Cleaning
- ~~~~~ Shoulder and ditch maintenance within the right of way
- ~~~~~ Education and outreach to improve public understanding
- ~~~~~ Construction inspections to assure proper site management
- ~~~~~ Project design and management
- ~~~~~ Federal and state regulatory compliance
- ~~~~~ Improved long-term stormwater planning
- ~~~~~ Increased oversight of new development





Did You Know?

Most stormwater pollution

is preventable.

A Classic Community Protected and Proud

Currently, Athens-Clarke County provides a variety of stormwater management services. In fact, ACC Stormwater was recently recognized for excellence by the Georgia Water & Pollution Control Association as the Georgia Water & Pollution Control Association's 2003 Stormwater Management Program of the Year.

The establishment of a utility will allow Athens-Clarke County to expand its stormwater services in a way that meets federal and state requirements, protects our natural resources, and provides for the unique needs of the Athens-Clarke community for years to come.

The implementation of the Athens-Clarke County Stormwater Utility will assure that the problems of today are not passed down to future generations. From street to stream, the Athens-Clarke County Stormwater Utility is working to protect our most classic resource.



FROM STREET TO STREAM Protecting Our Classic Resource

For more information, please write us at:
120 W. Dougherty Street ■ P.O. Box 1868
Athens, Georgia 30603

call us at:
706.613.3440
or visit our website at:
accstormwater.com



120 W. Dougherty Street
P.O. Box 1868
Athens, Georgia 30603



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**INDEPENDENT AGENCY CONTRACTUAL AGREEMENT FOR FUNDING FROM THE
UNIFIED GOVERNMENT OF ATHENS-CLARKE COUNTY
JULY 1, 2004 THROUGH JUNE 30, 2005**

FOR AND IN CONSIDERATION of the mutual benefits received, the **Unified Government of Athens-Clarke County, Georgia** (hereinafter called the "**Unified Government**") and the **Athens-Clarke County Library** hereby enter into a contractual agreement as follows:

I. SERVICES TO BE PROVIDED BY ATHENS-CLARKE COUNTY LIBRARY:

- A.. Base services: Serve as a resource center to the community by: providing library materials which satisfy informational needs; promoting the creative use of leisure time; providing access to the Internet System; providing programs in the Learning Center, the Youth Services area, the Heritage Room, the Talking Book Center, and the Adult Services Office; providing new materials to library users; and increasing the number of Library users and circulation of materials.

By signing this contract, the Athens-Clarke County Unified Government and the Athens-Clarke County Library agree that the Base Services provision provided for under this contract is the only part subject to Rule 160-6-2-01 of the Requirements for Public Library State Aid Grant Funds.

- B. Supplemental services: Funding for FY05 includes \$30,595 for salary increases for locally funded employees; \$17,773 to increase all employees to a minimum of \$8.00/hour; and \$30,000 to partially fund the upgrade of salaries for three locally funded librarian positions. This funding is intended to help reduce the difference between Library staff salaries and market wages, and the ability to attract and maintain a highly skilled and flexible workforce.

By signing this contract, the Athens-Clarke County Unified Government and the Athens-Clarke County Library agree that the Supplemental Services provision of this contract falls outside of Rule 160-6-2-01 of The Requirements for Public Library State Aid Grant Funds.

II. PAYMENT OF FUNDS FROM THE UNIFIED GOVERNMENT:

- A. Base Payment: One million, three hundred seventeen thousand, three hundred and seventy-seven dollars (\$1,317,377).
- B. Supplemental Services Payment: Seventy-eight thousand three hundred and sixty-eight dollars (\$78,368) to fund

salaries exclusively for the library staff located at the Athens-Clarke County branch that are 100% funded by local government funds.

- C. Method of Payment: Payments will be made in monthly installments, beginning in July, 2004 for base and supplemental services described in Article I and II.

III. FINANCIAL MANAGEMENT:

- A. The **Athens-Clarke County Library** shall keep accurate records in accordance with generally accepted accounting principles.
- B. The **Athens-Clarke County Library** shall maintain separate accounting for **Unified Government** funds so as to accurately reflect the source and uses of funds, revenues, expenditures, and a determination of the fund balance and balance of unencumbered/unexpended funds held at any and all times.
- C. The **Athens-Clarke County Library** shall have a defined fiscal year budget that reflects revisions, revenues, expenditures, and balance of unencumbered/unexpended funds held at all times.
- D. The **Athens-Clarke County Library** agrees to expend all **Unified Government** funds during FY05 but no later than July 1, 2005, and to report all unexpended **Unified Government** funds to the Athens-Clarke County Finance Department no later than August 30, 2005.
- E. The **Athens-Clarke County Library** shall have a comprehensive audit performed of all agency funds by a Certified Public Accountant or a state/federal government agency in compliance with generally accepted auditing standards. The cost of this audit shall be paid by the **Athens-Clarke County Library**. A copy of this audit report shall be sent to the Athens-Clarke County Finance Department immediately upon receipt from the State Auditor.

IV. RIGHT TO EXAMINE RECORDS:

- A. Upon the request of the Unified Government's Finance Director, the **Athens-Clarke County Library** shall provide timely and appropriate access to an authorized agent of the **Unified Government** to review all accounting records and related documents to conduct audits and examine as appropriate during the year in which the service is provided, the closing out of business, and reserves the right to audit and examine up to three years after the close out of FY05.

V. **PERFORMANCE MEASUREMENT:**

- A. The **Unified Government** reserves the right to evaluate the performance of services and outcomes proposed and delivered at any time during and for one year after the contract service period.

VI. **INDEMNIFICATION AND HOLD HARMLESS PROVISION:**

- A. The **Athens-Clarke County Library** agrees to indemnify the **Unified Government**, its assignees, officers, agents, and employees, and to hold each of them harmless against any and all claims, damages, losses, expenses, and liability resulting from, or relating to, any act or omission arising from the performance of this agreement.

VII. **TERMINATION CLAUSE:**

- A. The **Unified Government** may terminate this agreement for fault upon 30 days' notice to said **Athens-Clarke County Library**. It shall be the sole discretion of the **Unified Government** as to whether fault may be cured by the Athens-Clarke County Library.

VIII. **METHOD OF AMENDMENT:**

- A. This agreement may be amended/modified at any time by mutual consent of the governing bodies of the Parties hereto. Any modification hereto shall require 30 days' written notification and be signed by duly designated representatives of both Parties.

IX. **OPEN MEETINGS AND PUBLIC RECORDS:**

- A. The **Athens-Clarke County Library** shall comply with all applicable requirements of O.C.G.A. Sections 50-18-70 et seq., pertaining to the Inspection of Public Records.
- B. The **Athens-Clarke County Library** shall comply with all applicable agency requirements of O.C.G.A. Sections 50-14-1 et seq., pertaining to Open and Public Meetings and to all applicable agency requirements of the Code of Athens-Clarke County Section 1-6-1, concerning Procedures Governing Closed Meetings.

X. The term of this agreement shall be from July 1, 2004 through June 30, 2005.

ATHENS-CLARKE COUNTY LIBRARY

Kathryn A. Ames
DIRECTOR

ATTEST:

Queen I. Prokary
~~SECRETARY~~ Board Chairman
(CORPORATE SEAL)

UNIFIED GOVERNMENT OF
ATHENS-CLARKE COUNTY

Heidi Davison
HEIDI DAVISON
MAYOR

ATTEST:

Gloria J. Spratlin (SEAL)
GLORIA J. SPRATLIN
CLERK OF COMMISSION

Bob M. Smith
MANAGER'S OFFICE AS TO
CONTENT

Allen V. Hest
ATTORNEY'S OFFICE AS
TO FORM

HOLIDAY SCHEDULE 2005

January 1, 2005 New Year's Day
January ~~15~~¹⁷, 2005 Martin Luther King Birthday
March 27, 2005 Easter Sunday
May 30, 2005 Memorial Day
July 4, 2005 Independence Day
September 5, 2005 Labor Day
To Be Announced Staff Development Day
November 24, 2005 Thanksgiving Day
December 24, 25, 26, 2005 Christmas Holidays

Regional Board Meeting Schedule 2005

January 27, 2005 3:30
January 31, 2005 Library Legislative Day
April 21, 2005 3:30
July 21, 2005 3:30
October 20, 2005 3:30

Athens Regional Library
July 1, 2004 through September 30, 2004

<i>Expenditures:</i>	<u>Budget Amount</u>	<u>Amount Expended</u>	<u>Balance</u>	<u>% of Budget Expended</u>
<i>Regional:</i>				
Wages/Benefits Courier. & Kidmobile	6,192.00	1,621.57	4,570.43	26.19%
additional courier run 5/hrs/week	2,239.00	-	2,239.00	0.00%
Bookmobile/Van Operating & Repairs	5,910.00	927.47	4,982.53	15.69%
Solinet Fees	900.00	175.31	724.69	19.48%
Summer Reading Club	4,000.00	325.98	3,674.02	8.15%
Debt Collection Service	8,000.00	5,632.24	2,367.76	70.40%
Workers Compensation	11,000.00	-	11,000.00	0.00%
Drug Free Workplace refund		(401.00)	401.00	
Professional Services	-	275.00	(275.00)	
Mobile Telephone (Bookmobile)	300.00	55.38	244.62	18.46%
Postage	8,000.00	2,416.78	5,583.22	30.21%
Travel	4,500.00	447.09	4,052.91	9.94%
Printing and Publicity	2,000.00	473.70	1,526.30	23.69%
Dues/Registration	2,000.00	314.00	1,686.00	15.70%
Computer Maintenance	4,500.00	-	4,500.00	0.00%
Insurance	12,000.00		12,000.00	0.00%
Supplies	21,600.00	9,624.90	11,975.10	44.56%
Outsourcing	13,899.00	8,460.70	5,438.30	60.87%
Personnel	594,428.00	148,607.12	445,820.88	25.00%
Materials	71,667.00	16,391.12	55,275.88	22.87%
M&O Grant	74,870.00	18,423.27	56,446.73	24.61%
Travel	3,000.00	10.00	2,990.00	0.33%
Special Needs Learning Center	139,316.00	32,265.52	107,050.48	23.16%
Totals	990,321.00	246,046.15	744,274.85	24.85%
 <i>Athens-Clarke County:</i>				
Outreach	42,000.00	10,500.00	31,500.00	25.00%
Personnel	1,256,749.00	318,832.78	937,916.22	25.37%
Operating Expenses	201,365.75	41,235.28	160,130.47	20.48%
Totals	1,500,114.75	370,568.06	1,129,546.69	24.70%

Athens Regional Library
July 1, 2004 through September 30, 2004

<i>Expenditures:</i>	<u>Budget Amount</u>	<u>Amount Expended</u>	<u>Balance</u>	<u>% of Budget Expended</u>
<i>Franklin County:</i>				
Outreach	14,640.00	3,660.00	10,980.00	25.00%
Personnel	66,449.00	16,185.89	50,263.11	24.36%
Operating Expenses	7,703.00	969.56	6,733.44	12.59%
Totals	<u>88,792.00</u>	<u>20,815.45</u>	<u>67,976.55</u>	<u>23.44%</u>
<i>Madison County:</i>				
Outreach	14,900.00	3,725.00	11,175.00	25.00%
Personnel	117,429.00	29,297.76	88,131.24	24.95%
Operating Expenses	33,600.00	9,047.32	24,552.68	26.93%
Totals	<u>165,929.00</u>	<u>42,070.08</u>	<u>123,858.92</u>	<u>25.35%</u>
<i>Oconee County:</i>				
Outreach	19,000.00	3,500.00	15,500.00	18.42%
Personnel	281,676.00	68,958.45	212,717.55	24.48%
Operating Expenses	21,313.00	2,916.53	18,396.47	13.68%
Totals	<u>321,989.00</u>	<u>75,374.98</u>	<u>246,614.02</u>	<u>23.41%</u>
<i>Oglethorpe County:</i>				
Outreach	9,000.00	2,250.00	6,750.00	25.00%
Personnel	58,854.00	13,852.58	45,001.42	23.54%
Operating Expenses	8,700.00	1,915.67	6,784.33	22.02%
Totals	<u>76,554.00</u>	<u>18,018.25</u>	<u>58,535.75</u>	<u>23.54%</u>
GRAND TOTALS	<u>3,143,699.75</u>	<u>772,892.97</u>	<u>2,370,806.78</u>	<u>24.59%</u>

Athens Regional Library
July 1, 2004 through September 30, 2004

<i>Revenue:</i>	<u>Budget Amount</u>	<u>Amount Received</u>	<u>Balance</u>	<u>% of Budget Received</u>
<i>Regional:</i>				
Outreach	99,540.00	24,885.00	74,655.00	25.00%
Fees	3,500.00	266.27	3,233.73	7.61%
Interest	4,000.00	-	4,000.00	0.00%
Personnel	594,428.00	148,607.12	445,820.88	25.00%
Materials	71,667.00	17,916.68	53,750.32	25.00%
M&O Grant	74,870.00	18,717.55	56,152.45	25.00%
Travel	3,000.00	750.00	2,250.00	25.00%
Special Needs Learning Center	139,316.00	34,829.15	104,486.85	25.00%
Totals	<u>990,321.00</u>	<u>245,971.77</u>	<u>744,349.23</u>	<u>24.84%</u>

Athens-Clarke County:

Board of Commissioners	1,395,745.00	348,936.27	1,046,808.73	25.00%
City of Winterville	10,000.00	-	10,000.00	0.00%
Fines and Fees	88,075.00	16,621.10	71,453.90	18.87%
Staff Development Day Branches	294.75	294.75	-	
Interest	6,000.00	136.67	5,863.33	2.28%
Totals	<u>1,500,114.75</u>	<u>365,988.79</u>	<u>1,134,125.96</u>	<u>24.40%</u>

Franklin County:

Board of Commissioners	29,441.00	6,000.00	23,441.00	20.38%
Board of Education	24,000.00		24,000.00	0.00%
Cities of Lavonia, Royston, Canon Carnesville & Franklin Springs	-		-	
	30,351.00	4,825.01	25,525.99	15.90%
Fines and Fees	5,000.00	2,142.63	2,857.37	42.85%
Totals	<u>88,792.00</u>	<u>12,967.64</u>	<u>75,824.36</u>	<u>14.60%</u>

Madison County:

Board of Commissioners	154,929.00	38,019.00	116,910.00	24.54%
Fines, Fees and Copy Machines	11,000.00	2,254.98	8,745.02	20.50%
Totals	<u>165,929.00</u>	<u>40,273.98</u>	<u>125,655.02</u>	<u>24.27%</u>

Athens Regional Library
July 1, 2004 through September 30, 2004

Revenue:	<u>Budget Amount</u>	<u>Amount Received</u>	<u>Balance</u>	<u>% of Budget Received</u>
<i>Oconee County:</i>				
Board of Commissioners	265,772.00	66,443.00	199,329.00	25.00%
Board of Education	-	-	-	-
City of Watkinsville	10,893.00	-	10,893.00	0.00%
City of Bogart	6,000.00	-	6,000.00	-
Fines and Fees	22,500.00	5,763.14	16,736.86	25.61%
Carry over from FY04	16,824.00	-	16,824.00	-
Totals	<u>321,989.00</u>	<u>72,206.14</u>	<u>249,782.86</u>	<u>22.43%</u>
<i>Oglethorpe County:</i>				
Board of Commissioners	46,500.00	11,625.03	34,874.97	25.00%
Board of Education	15,000.00	-	15,000.00	0.00%
City of Maxeys	200.00	-	200.00	0.00%
City of Crawford	500.00	-	500.00	0.00%
City of Arnoldsville	100.00	-	100.00	0.00%
City of Lexington	500.00	-	500.00	0.00%
Fines and Fees	8,500.00	1,709.01	6,790.99	20.11%
Meeting Room	300.00	25.00	275.00	8.33%
Pines Postage Reimbursement	200.00	-	200.00	0.00%
Transfer from Reserve	4,754.00	-	4,754.00	0.00%
Totals	<u>76,554.00</u>	<u>13,359.04</u>	<u>63,194.96</u>	<u>17.45%</u>
 GRAND TOTALS	 <u>3,143,699.75</u>	 <u>750,767.36</u>	 <u>2,392,932.39</u>	 <u>23.88%</u>

GATES COMPUTER GRANT
10-21-04

<u>LOCATION</u>	<u>CURRENT #</u>	<u>NEW COMPUTERS</u>
Lexington	20 public/24 total	10
Lavonia	12 public/15 total	6
Royston	11 public/14 total	5
Madison	25 public/31 total	9
Bogart	10 public/11 total	3
Watkinsville	44 public/52 total	9
Athens	159 public/207 total	123
Winterville	6 public/7 total	5
Resource Centers	4 public/6 total	0
Pinewoods	0	0

(some of Athens "old" computers will be used here)

*Delivery will be to Athens where software will be loaded. We anticipate delivery by the end of October and installation will begin in early November. Some branches plan to add workstations to their libraries, others may replace the oldest units. It is possible to sell the old units once the software has been removed [a licensing requirement].

		<u>Childrn</u>	<u>YA</u>
Jan	2	Elsner	Firestone
	8-9	Webber	Oberst
	15-16	Floater	Hartel
	22-23	Deroshia	Thompson
	29-30	Dempsey	Jones
Feb	5-6	Firestone	Oberst
	12-13	Elsner	Hartel
	19-20	Webber	Thompson
	26-27	Deroshia	Jones
Mar	5-6	Dempsey	Oberst
	12-13	Elsner	Hartel
	19-20	Webber	Thompson
	26	Deroshia	Jones
Apr	2-3	Dempsey	Firestone
	9-10	Elsner	Oberst
	16-17	Webber	Hartel
	23-24	Deroshia	Thompson
	30-May1	Dempsey	Jones
May	7-8	Firestone	Oberst
	14-15	Elsner	Hartel
	21-22	Webber	Thompson
	28-29	Deroshia	Jones
June	4-5	Dempsey	Firestone
	11-12	Elsner	Oberst
	18-19	Webber	Hartel
	25-26	Deroshia	Thompson